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PUBLICATIONS AND FORMS MANAGEMENT

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This publication implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. It provides guidance and procedures on creating, managing, and disseminating directive and non-directive publications and forms throughout the Air Force (AF). It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Updates include the allowance for AF PMs and AF GMs to amend existing guidance in certain cases. A margin bar indicates newly revised material.

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Chapter 1

AIR FORCE PUBLICATIONS AND FORMS MANAGEMENT

1.1. Overview. This instruction establishes guidance and procedures for Air Force-wide publications and forms management, to include the publishing process. Air Force units at all levels must ensure publications and forms are complete, accurate, current, and accessible to Air Force users.

1.1.1. Official Air Force publications (those listed in [Table 2.1](#) and processed in accordance with this instruction) are the only approved vehicles for issuing official Air Force policy and/or guidance. Air Force publications are either directive or non-directive in nature. Official Air Force publications communicate policy, issue guidance and procedures, or simply serve to inform and are accessible through the Air Force Portal (www.my.af.mil::Library::Publications::AF e-Publishing) and the e-Publishing website (www.e-publishing.af.mil).

1.1.2. Forms provide an expanded capability to manage the collection, storage, retrieval, and display of data.

1.1.3. The publishing process includes tagging, posting, and storing electronic products; printing procurement for multi-color and unique physical products; and processing, storing, and disseminating physical products. Ultimately, publishing operations are designed to provide customers Air Force-wide access to electronic and physical products via the e-Publishing website (via direct download or direct order). The website serves as the official website for departmental and field publications, forms, and physical products.

1.2. Roles and Responsibilities. **Note:** Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.

1.2.1. **Secretary of the Air Force Chief for Warfighting Integration and Chief Information Officer (SAF/XC):** Serves as the Air Force focal point on all matters relating to information management policy in accordance with Department of Defense Directive (DODD) 8000.1, *Management of DOD Information Resources and Information Technology*. SAF/XC is responsible for generating policy governing Air Force information management and information technology, which includes publications, forms, and the publishing function.

1.2.1.1. **Air Force Communications Agency (AFCA),** a Field Operating Agency (FOA) reporting directly to SAF/XC, reviews all departmental publications for reports control purposes, ensuring that OPRs follow guidance on creating, maintaining, and disposing of reports according to AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

1.2.2. **The Administrative Assistant to the Secretary of the Air Force (SAF/AA):** Implements the policy provided by the SAF/XC and establishes the publications and forms guidance and procedures, through the Air Force Policy, Plans and Resources Directorate (SAF/AAX). The Air Force Departmental Publishing Office (AFDPO) is responsible for executing the publishing function.

1.2.2.1. **SAF/AAX** is responsible for:

- 1.2.2.1.1. Establishing guidance and procedures for creating and processing publications and forms;
- 1.2.2.1.2. The contents and record set of AFI 33-360;
- 1.2.2.1.3. Serving as the approval authority for waiver requests for this instruction;
- 1.2.2.1.4. Serving as a mandatory coordinator on all Air Force Policy Directives (AFPDs) and AF supplements to DODDs;
- 1.2.2.1.5. Co-chairing with AFDPO appropriate boards and meetings;
- 1.2.2.1.6. Conducting field visits to publishing programs as required; and,
- 1.2.2.1.7. Maintaining an updated listing of all publications/forms managers, disseminating as required to AFDPO and SAF/XC.

1.2.2.2. Air Force Departmental Publishing Office (AFDPO):

1.2.2.2.1. Is responsible for determining the necessary funding requirements for maintaining and updating the e-Publishing system.

1.2.2.2.1.1. Serves as the HAF publications/forms manager; responsibilities detailed in [Table 1.1](#).

1.2.2.2.1.1.1. Formally alerts SAF/AAX and the OPR if a Policy or Guidance Memorandum is not converted into an AFPD or AFI within 180 days.

1.2.2.2.2. Serves as the Air Force-wide e-Publishing lead; the e-Publishing system manager; the e-Publishing service provider; and the physical products distribution service provider for the HAF, Major Commands (MAJCOMs), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs).

1.2.2.2.2.1. Ensures the e-Publishing site meets Department of Defense (DOD), Joint Chiefs of Staff (JCS), and Air Force interoperability, integration, configuration, and standardization requirements.

1.2.2.2.2.2. Operates and maintains the e-Publishing website, electronic products repository, and on-line ordering system in support of the HAF, MAJCOMs, FOAs, DRUs, including base- and wing-level publications and forms.

1.2.2.2.2.2.1. Provides customer support on publishing services for all supported organizations.

1.2.2.2.2.2.2. Posts product announcements to the e-Publishing website and alerts OPRs and field publications/forms managers via email of the availability of new, revised, or rescinded publishing products.

1.2.2.2.2.2.3. Informs OPRs and publications/forms managers of any policy and/or guidance change in electronic publishing methods as it relates to form version updates.

1.2.2.2.2.2.4. Develops and maintains a contingency plan to ensure accessibility of publications and forms posted on the e-Publishing website when the site is down.

1.2.2.2.3. Manages and distributes licenses for Air Force forms software. Provides software updates, computer-based training (CBT) and troubleshooting assistance.

1.2.2.2.2.4. Creates, submits, and advocates for planning, programming, and budgeting for development, acquisition, installation, testing, training, and maintenance for e-Publishing system components.

1.2.2.2.2.5. In conjunction with SAF/XC and SAF/AAX, continually assesses the health of the e-Publishing system, resolving deficiencies and making changes, as appropriate.

1.2.2.2.3. Serves as the Air Force focal point for all matters relating to the AF Publishing Program in dealing with the Office of the Secretary of Defense (OSD), other military departments, General Services Administration (GSA), or other government agencies.

1.2.2.2.4. Provides or arranges for publishing support for headquarters of Combatant Commands and the US Element, North American Air Defense Command as stated in DOD Directive 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*.

1.2.2.2.5. Ensures the e-Publishing website and products contained therein are in compliance with AFI 33-129, *Web Management and Internet Use*.

1.2.2.3. Headquarters Air Force— Information and Communication (HAF/IC).

1.2.2.3.1. Supports the portal-based Form Application Development Program, and is responsible for building applications to automate forms-based processes in partnership with functional communities.

1.2.2.3.2. Manages the Air Force Publishing Management Tool (PMT)—an Air Force-wide electronic system that supports publishing functions.

1.2.2.3.3. Coordinates with operating commands to identify systems support (user, operator, and maintenance), initial and sustained training requirements, and training programs (including costs) for planning purposes.

1.2.3. MAJCOM/FOA/DRU Senior Communications and Information Manager. Designates an individual as the publications/forms manager to administer the organization's official publications/forms program in accordance with this publication. **Note:** Depending on the structure of the organization, the publications and forms managers may be separate positions. Smaller activities may not have the resources to support a full-time publications/forms manager (some FOAs, in particular). Such activities may be supported by higher headquarters publications/forms management (thus eliminating the need for a local publications/forms manager) if that activity/organization agrees. Additionally, if a tenant on a base, the activity may enter into a support agreement with the local publications/forms manager.

1.2.3.1. Sends the designee's name, organizational designation, functional address symbol (FAS), e-mail address, and telephone number to the SAF/AAX workflow box (safaax.workflow@pentagon.af.mil), with a courtesy copy to AFDPO (e-publishing@pentagon.af.mil) and all subordinate publishing functions. Forward a copy of the support agreement or confirmation from a higher headquarters activity instead of a designee's name, if applicable.

1.2.3.2. In conjunction with the publications/forms manager(s), determines who will maintain the official record sets for the organization's publishing products.

1.2.4. Publications/Forms Manager. Publications/forms managers at all levels are those designated as having overall responsibility for publications and forms within their Air Force organization. Listed in the table below are the functions they perform at each level.

Table 1.1. Publications/Forms Managers' Responsibilities.

Functions		HAF	MAJCOM	FOA	DRU	Wing/ Base	Sub- units
1	Implement procedures and guidance in AFI 33-360 and, if applicable, additional field guidance implementing AFI 33-360.	X	X	X	X	X	X
2	Process publications and forms actions.	X	X	X	X	X	X
3	Evaluate and approve requests to establish special publication systems.	X	X				
4	Review subordinate units' supplements.	X	X				
5	Visit field offices as needed.		X				
6	Assist contractor personnel with prioritizing program requirements and services at contractor-operated publishing facilities.	X	X				
7	Track publishing products from functional approval to publication/form release.	X	X	X	X	X	X
8	Review all publications before sending them to Central Tagging Operation (CTO) to ensure structure and format are correct.	X	X	X	X	X	X
9	Review the SGML/XML tagged files for accuracy and quality of graphics, then release to AFDPO for publishing.	X	X	X	X	X	X
10	Notify OPRs when a publication or form is officially published.	X	X	X	X	X	X
11	Assign control numbers.	X	X	X	X	X	X
12	Initiate a review every two years on the original publication date using an AF Form 673. Note: If the OPR has given publication status in a special review within the past year, postpone the review until the next cycle.	X	X	X	X	X	X
13	Respond to questions from subordinate units about publications and/or forms and the publishing process. (Managers at each level respond to questions generated within their organization.)	X	X			X	
14	Manage computer-based training on forms to subordinate activities. Note: AFDPO is responsible for providing the actual training; publications/forms managers at all levels are responsible for overseeing the training and responding to questions.	X	X	X	X	X	
15	In conjunction with the senior communications and information manager, determine who will maintain the official record sets for the organization's publishing products.		X	X	X	X	X

Functions		HAF	MAJCOM	FOA	DRU	Wing/ Base	Sub- units
16	Collect and review AF IMT 847 on publications- or forms-related publications generated within the organization for higher headquarters publications, except those going to the HAF. Forward AF IMT 847s to the OPR.		X	X	X	X	X
17	Collect and review field AF IMT 847 submissions on publications- or forms-related publications for HAF publications. Forward AF IMT 847s to the OPR.		X				
NOTE: If the publications/forms manager function is slated to be contracted out, or filled by an indirect-hire foreign national, the terms of that contract or employment agreement must be reviewed for legal and operational security soundness. Publications/forms managers have access to publications generated within their activities and in other activities, so all legal and operational security concerns must be addressed before this function is performed by a contractor or an indirect-hire foreign national.							

1.2.5. Office of Primary Responsibility (OPR): OPRs are solely responsible for the accuracy, currency, and integrity of the contents and for compliance with their publications and forms:

1.2.5.1. The OPR designates an individual to serve as the Point of Contact (POC) for each publication and form. He/she will meet all OPR responsibilities, although the organization retains ultimate responsibility. The POC must be an Air Force civilian employee or a military member.

1.2.5.2. The POC consults with their publications and forms management office before developing a publication and/or form and at any point during the publishing process for guidance/advice. Adheres to publishing guidance and requirements contained in this Instruction.

1.2.5.3. The POC staffs publishing product with the appropriate coordinating organizations (see [Section 2D](#)).

1.2.5.3.1. The POC resolve all critical comments before the publication or form may be submitted for final processing and publishing.

1.2.5.4. Based on the guidance in AFI 31-401, *Information Security Program Management*, the POC recommends a level of accessibility for the publication: post on the e-Publishing website (a public site), or restrict access. Departmental classified and FOUO publications will be automatically scheduled for printing; discuss production alternatives with the publications/forms manager if a printed product is not ideal. Unclassified titles for departmental and field-generated FOUO and classified publications must be included in the Product Index and in the publications listing on the e-Publishing website.

1.2.5.5. The POC keeps existing publications and prescribed forms current. Requests obsolete publications and forms be rescinded.

1.2.5.6. The POC informs designated publications/forms manager using AF Form 673, *Air Force Publication/Form Action Request*, when transferring responsibility for a publication or form to another organization (see paragraph [2.22.4](#)).

1.2.5.7. HAF OPRs keep official record sets for publications and forms (see paragraph [2.31.4.1](#)).

1.2.5.8. The POC ensures the proposed publication does not conflict with or unnecessarily duplicate higher headquarters policies or procedures.

1.2.5.9. The POC fields questions related to the publication or form, and evaluates proposed changes to the publication or form.

1.2.5.10. The POC receives, evaluates, and staffs waiver requests, elevating within the organization for review and approval as necessary.

1.2.6. **Certifying Officials.** The certifying official is a minimum of one organizational level above the OPR (as opposed to the POC) and certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content by signing the AF Form 673. If the certifier one level above the OPR is the approval authority, the director/head of the OPR should serve as the certifying official. **Note:** Before signing the AF Form 673, it is the responsibility of the certifying official to make sure the publication is not less restrictive than the basic publication. If needed, it can be more restrictive.

1.2.6.1. Departmental publications authored by a FOA must be certified and approved by a two-letter organization at the HAF. AF Policy Directives (AFPDs), Policy Memorandums (PMs), and AF supplements to DOD Directives (DODDs) must be approved by the SECAF.

1.2.7. **Approving Officials.**

1.2.7.1. Approving officials are senior leaders responsible for policies and guidance/procedures pertaining to their functional areas (e.g. heads of functional two-letter offices). **Note:** Establishing Air Force-wide policy is an authority that rests solely with The Secretary of the Air Force (SECAF), who will review, authenticate, approve, and rescind all AFPDs, PMs, and AF supplements to DODDs. Approval officials at all levels will:

1.2.7.1.1. Enforce procedures and guidance contained in publications within their functional area(s).

1.2.7.1.2. Approve publications within their functional area (those Air Force Specialty Codes (AFSCs) associated with their organization) by signing the AF Form 673, which verifies information in the publication and identifies publication restrictions. The functional principal's authentication (signature block (not signature): name, rank, and title) appears on the last page of the publication before the attachments. The SECAF will always be the authenticator on AFPDs and AF supplements to DODDs.

1.2.7.1.3. Approve, as the Air Force original classification authority (OCA), all security classification guidance contained in a publication. The OCA ensures the classification guidance complies with AFI 31-401. Departmental classified and FOUO publications will be automatically scheduled for printing; discuss production alternatives with the publications/forms manager if a printed product is not ideal.

1.2.7.1.4. Determine the need to delegate approval authority and functional coordination for revisions of existing publications. **Note:** The approval authority may not be delegated for new publications. If the approving authority for revisions or cancellations is delegated, the signature block in the publication must be that of the functional principal (or SECAF, in the case of AFPDs, AF supplements to DODDs, and PMs).

1.2.7.1.4.1. Ensure the delegation of approval authority, whether for a single publication or a blanket request for several publications, is in writing, signed, and dated, and either accompanies the AF Form 673 and the revised draft or remains on file with the publications/forms manager.

1.2.8. **Mandatory and Technical/Functional Coordinators.**

1.2.8.1. Mandatory and technical/functional coordinators are responsible for reviewing and providing coordination on publications and forms based on the rules established in the coordination tables ([Table 2.2.](#), [Table 2.3.](#), and [Table 3.2.](#)).

1.2.8.2. Publications and forms will be submitted to two-letter organizations, unless otherwise directed in the coordination tables. **Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not necessarily have to carry a two-letter level signature; the two-letter may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided.**

1.2.8.3. If a mandatory or technical/functional organization is not able to meet the suspense date for coordination, a request for an extension must be submitted to the OPR.

1.2.8.4. Coordination must be provided on the form provided by the OPR, including any comments. Use a continuation sheet, if necessary.

1.2.8.4.1. In providing concurrence, reviewers agree to the contents and prescriptions within a publication/form from a functional perspective. Additionally, reviewers are agreeing to the releasability of the publication, as stated by the OPR in the publication. If the contents or purpose of a publication/form are in conflict with existing policy or guidance, or if the releasability as stated in the publication is not in keeping with guidance in AFI 31-401, reviewers must provide feedback to the OPR accordingly.

Chapter 2

PUBLICATIONS

Section 2A—Research and Applicability

2.1. Planning and Research. Inadequate research on new publications or revisions could result in issuing more than one publication on the same subject, conflicting instructions, or publishing a nonessential or incomplete publication. Check the e-Publishing website to find out if any other publication has a similar subject. If there is a related publication, consider consolidation. Add all suitable information to reduce the need for additional implementing publications. Regularly review publications for administrative changes (such as change in organization symbols, office realignment, OPR, etc.).

2.2. Validity of a Publication. Official Air Force publications (those listed in [Table 2.1](#) and processed in accordance with this instruction) are the only approved vehicles for issuing official Air Force policy and/or guidance. POCs, certifying officials, and approving officials for Air Force publications must be either military members or civilian employees (including direct-hire foreign nationals, but not including contractors or indirect-hire foreign nationals). When an approving official vacates his/her position, publications showing the individual's signature element remain in effect until rescinded or rewritten. When a unit reorganizes, current publications remain valid and in effect until superseded or rescinded.

2.3. Conflicting Publications. When guidance in a publication issued by a field unit conflicts with the guidance issued by a higher-level unit, the higher-level publication takes precedence.

2.3.1. When a unit issues a publication that conflicts with one of its own publications, the activity noting the discrepancy should submit an AF Form 847 to both OPRs highlighting the conflict and requesting a resolution. OPRs are responsible for working with each other to deconflict and issue the correct publication(s).

2.3.2. If a field activity notices a discrepancy between higher-headquarters publications, submit an AF IMT 847 to both OPRs, following the chain of command, as appropriate. AF IMT 847s submitted for HAF publications must be sent through the appropriate functional's chain of command.

2.4. Applicability of Publications to Air Force Reserve Command (AFRC) Units.

2.4.1. Applicability of Departmental Publications to AFRC Units. All departmental publications requiring mandatory coordination must be reviewed for applicability to AFRC Units. Electronic coordination may be obtained by submitting the draft publication to the AF/RE workflow inbox. The primary POC within AF/RE is responsible for obtaining coordination from other interested staff offices within AF/RE. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. AF/RE will either concur with the OPR's chosen statement of applicability or supply a new statement. **Note:** When AF/RE takes exception to specific portions of a publication, the OPR will not publish it until all exceptions are resolved. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, in accordance with AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*. Statements of applicability are as follows:

2.4.1.1. When the entire publication applies, include the following statement: "This publication applies to Air Force Reserve Command (AFRC) Units."

2.4.1.2. When only specific portions apply, include a statement such as “Chapter [or paragraph—include specific number(s)] of this publication apply to Air Force Reserve Command (AFRC) Units.”

2.4.1.3. When only specific portions do not apply include a statement such as “This publication applies to Air Force Reserve Command units, with the exception of [list the portions that do not apply].”

2.4.1.4. If the entire publication does not apply, include the following statement: “This publication does not apply to Air Force Reserve Command (AFRC) Units.”

2.4.2. Applicability of MAJCOM Publications to AFRC Units. All MAJCOM publications requiring mandatory coordination must be reviewed for applicability to AFRC Units. Electronic coordination may be obtained by clicking on the “Gaining Command Publication Coordination” link located on the AFRC secure homepage. The primary POC within AFRC is responsible for obtaining coordination from other staff offices within AFRC as appropriate. The OPR of the publication must include a statement of applicability in the opening paragraph of the draft. AFRC will either concur with the OPR’s chosen statement of applicability (selected from statements provided in [2.4.1.1.–2.4.1.4.](#)) or supply a new statement. **Note:** When the AFRC takes exception to specific portions of a publication, the OPR will not publish it until all exceptions are resolved. Send unresolved issues to the appropriate Secretariat or Air Staff office for resolution, in accordance with AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.

2.4.3. If changes to the publication are made during coordination that may affect the applicability to reserve units, the OPR must re-coordinate with AF/RE for departmental publications, and AFRC for MAJCOM publications.

2.4.4. If changes to the applicability publication occur after release (from an interim change or a rewrite), AF/RE or AFRC must submit an AF IMT 847 to the OPR of the publication if the changes affect the applicability status of the publication. OPRs receiving an AF/RE or an AFRC request to change the applicability statement within a publication must comply.

2.5. Applicability of Departmental and MAJCOM Publications to the Air National Guard (ANG):

2.5.1. All departmental and MAJCOM publications requiring mandatory coordination must be sent to the ANG for review. The National Guard Bureau (NGB) authorized the ANG to review and approve ANG publications without additional NGB review. **Exception:** The NGB will review and approve all Interservice Publications; however, the process for Air Force OPRs remains the same. All publications will be submitted to ang.pubs@me.ngb.army.mil; ANG will ensure Air Force and Interservice publications are disseminated to the appropriate reviewers within ANG/NGB.

2.5.1.1. The ANG determines whether a publication applies, not the authoring OPR. The ANG will provide applicability or exception statements to the OPR of the publication for inclusion in the opening paragraph. Examples of opening paragraph statements are: “This publication applies to the Air National Guard (ANG),” “This publication does not apply to the Air National Guard (ANG),” or “This publication applies to the Air National Guard (ANG) only upon mobilization.”

2.5.1.2. When an existing ANG and an applicable departmental or MAJCOM publication conflict, the ANG publication governs until the OPR and appropriate ANG Chief resolve the conflict. Resolve conflicts at the MAJCOM-level by including either an ANG-specific chapter or publishing a replacement ANG publication.

2.5.1.3. If there are numerous exceptions, additions, or inclusions to a proposed publication, ANG will publish a separate publication. ANG will publish supplements identified as ANG supplements to both departmental and MAJCOM publications, using the same numerical designation as the parent publication.

2.5.1.4. Only the publications listed by series and date in the ANG Master Catalog apply to ANG (online at <https://airguard.ang.af.mil/angpubs>). The ANG OPR notifies the NGB publications manager, through the Director of the Air Guard (NGB/CF), of revisions to publications.

2.6. Applicability of Departmental and MAJCOM Publications to the Civil Air Patrol (CAP). The CAP is the volunteer civilian auxiliary of the United States Air Force. In this capacity, the CAP performs Air Force missions as approved in the AFD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol*. Coordination of publications relating to noncombat missions is highly encouraged. Approval of policies and procedures affecting the auxiliary must follow the normal chain of command.

2.7. Types of Publications

Table 2.1. Publications Types and Descriptions. Official air force publications (those listed in this table and processed in accordance with this instruction) are the only approved vehicles for issuing official air force policy and/or guidance.

<p>Directive publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel <i>must</i> comply with these publications. All publications in this category must carry the following statement in the publication header: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY." Note: the e-Publishing website does not post products below wing/base level, although unless otherwise noted in this table all products must be listed in the Product Index.</p>			
Publication Name	Applicability	Issued By	Description
Policy Directive (PD)	Departmental	HAF (Secretariat and Air Staff)	<p>AFPDs are orders of the Secretary of the Air Force and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities. AFPD 90-1, <i>Policy Formulation</i>, describes the policy development process. The SECAF is the only approval authority/authenticator for AFPDs. An AFPD cannot be supplemented.</p> <p>AFDPO assigns AFPD control numbers; AFPDs are posted on the e-Publishing website.</p>
Policy Memorandums (PM)	Departmental	HAF	<p>AF PMs are primarily issued when there is insufficient time to process and distribute a new AFPD and the new policy would not better fit as an Interim Change (IC) to an existing AFPD (see paragraph 2.24. for guidance on ICs). AF PMs may be issued to amend existing AFPDs or AF Supplements to DODDs if the changes address critical issues such as national security, safety of flight, etc. AF PMs issued to amend existing guidance must be coordinated by SAF/AAX and AF/JAA, and justification must provided on the AF Form 673. A PM must contain an expiration date not to exceed 180 days after the issuance date of the PM, and must be converted into an AFPD within that time or the policy is no longer in effect. The SECAF approves all PMs.</p> <p>AFDPO must contact SAF/AAX if a PM is not converted in the 180-day timeframe. SECAF-approved policy memorandums will be posted on the e-Publishing website. AFDPO assigns PM control numbers; PMs will be numbered consecutively under the appropriate subject series (e.g. PM 33-01).</p>

Publication Name	Applicability	Issued By	Description
Mission Directives (MD)	Departmental	MAJCOM, FOA, and DRU	<p>AF MDs prescribe the mission, area of responsibility, organization, and relationships of MAJCOMs, FOAs, and DRUs with their respective units. Follow guidelines in AFI 10-101, <i>Format and Content of Mission Directives</i>.</p> <p>AF/A3 assigns AF MD numbers; AF MDs are posted on the e-Publishing website.</p>
	HAF	HAF	<p>HAF MDs prescribe the mission, organization, responsibilities, and relationships of HAF two-letter offices. Follow guidelines in HOI 90-1, <i>Delegating Statutory Authority or Assigning Responsibilities</i>.</p> <p>HAF MD numbers are assigned by SAF/AAX. HAF MDs are posted on the e-Publishing website.</p>
	Intra-organization	MAJCOM/FOA/ DRU and below	<p>Organizations may publish MDs that are subordinate to an AFMD, prescribing the mission, organization, responsibilities, and relationships within a specific command. For example: AFMC MD 401, USAFE MD 10, AFRC MD 1101, AMC MD 701. The format of these MDs is dictated by the publications/forms manager.</p> <p>Organization-specific MD numbers are assigned by the publications/forms manager and, except those internal MDs below wing/base level, posted on the e-Publishing website.</p>
Instruction (I)	Departmental	HAF	<p>AFIs are orders of the Secretary of the Air Force and are certified and approved at the Secretariat or the Air Staff level. AFIs direct action, ensure compliance, and/or give detailed procedures to standard actions Air Force-wide. AFIs may be supplemented at any level below the HAF.</p> <p>AFDPO assigns AFI control numbers; AFIs are posted on the e-Publishing website.</p>
	Field	MAJCOM/FOA/ DRU and below	<p>Field Instructions issue organization-specific information and are used when no departmental or higher headquarters guidance (AFI, AFMAN, AF Supplement to DODDs, MAJCOM Supplement or Instruction, etc.) is available to supplement. Once departmental/ higher headquarters guidance is published, field activities must rescind applicable instructions and issue supplements to the higher headquarters guidance within 180 days.</p> <p>Publications/forms managers will assign control numbers; with the exception of ANG wing/ sub-unit instructions, field instructions except those generated below wing/base level will be posted on the e-Publishing website.</p>

Publication Name	Applicability	Issued By	Description
Instruction Checklists and Addendum	Departmental	HAF	<p>Checklists and addendum are separate supporting documents referenced in the basic instruction. Approving officials must be at the 2-ltr level. Each checklist or addendum must be submitted for processing, publishing and/or posting via a fully coordinated and signed AF Form 673; with separate functional statements for each document. Examples are: AFI 11-2C141, Volume 3, CL-1, <i>Combat Operations Checklist—Cockpit Crew</i>; AFI 11-2C141, Volume 3, CL-2, <i>Combat Operations Checklist—Loadmaster</i>; and AFI 11-2C141, Volume 3, Addenda A, <i>Aircraft Configuration</i>.</p> <p>AFDPO assigns control numbers; departmental checklists and addendum are posted on the e-Publishing website.</p>
	Field	MAJCOM/FOA/ DRU and below	<p>Field Instruction Checklists and Addendum issue organization-specific information; to implement higher-headquarters publications, field activities must use supplements.</p> <p>Publications/forms managers will assign control numbers following the field Instruction convention, and, with the exception of ANG wing/sub-unit checklists and addendum and those generated below wing/base level, these publications will be posted on the e-Publishing website.</p>

Publication Name	Applicability	Issued By	Description
Guidance Memorandums (GM)	Departmental	HAF	<p>AF GMs can be issued in place of an AFI to prescribe new procedures and guidance that affect many people when there is not enough time to process and distribute a new AFI or AFMAN. AF GMs may also be issued to amend existing AFIs or AFMANs if the changes address critical issues such as national security, safety of flight, etc. AF GMs issued to amend existing guidance must be coordinated by SAF/AAX and AF/JAA, and justification must be provided on the AF Form 673. All AF GMs must contain an expiration date not to exceed 180 days. AF GMs must be converted to or integrated into an AFI within 180 days after the date of the memorandum.</p> <p>AFDPO must contact SAF/AAX if an AF GM is not converted in the 180-day timeframe. Guidance memorandums will be posted on the e-Publishing website. AFDPO assigns AF GM control numbers; AF GMs will be numbered consecutively under the appropriate subject series (e.g. AF GM 33-01).</p>
	Field	MAJCOM/FOA/ DRU and below	<p>Field GMs issue organization-specific information when there is not enough time to process a publication containing critical information, when implementing higher-headquarters GMs, or when implementing a newly revised higher headquarters publication (except AFPDs). Field GMs must be incorporated into a field publication within 180 days. Field activities may choose to follow the higher headquarters publication instead of issuing a GM until local guidance is issued.</p> <p>Field GMs will be numbered consecutively under the appropriate subject series (e.g. AFMC GM 33-01). Publications/forms managers will assign control numbers, and all GMs except those generated below wing/base level and by ANG wing/subunits will be posted on the e-Publishing website.</p>
Operating Instructions (OI)	HAF and Field	Headquarters	<p>HOIs assign responsibilities, direct actions, and prescribe procedures within a headquarters (i.e. HAF, MAJCOM, base, etc.). Formatting and coordination requirements on HOIs generated at the HAF are established in HOI 33-13.</p> <p>HAF/IC is responsible for assigning HOI control numbers at the HAF; publications/forms managers assign HOI numbers in the field. Approved HOIs will be posted by HAF/IC on the Air Force Portal and will not be listed in the Product Index.</p>
		Units below headquarters	<p>OIs assign responsibilities, direct actions, and prescribe procedures within a subordinate function (i.e. a staff office, a branch, a division, a squadron, etc.). Formatting and coordination requirements will be established in unit-level guidance.</p> <p>OI control numbers are directed in unit-level guidance. OIs will not be processed by AFDPO or posted to the e-Publishing website and will not be listed in the Product Index.</p>

Publication Name	Applicability	Issued By	Description
Manuals (MAN)	Departmental	HAF	<p>AFMANs are usually extensions of Instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. An AFMAN does not necessarily have to fall under an AFI; an AFMAN may stand in place of an AFI, if appropriate.</p> <p>AFDPO assigns control numbers; manuals are posted on the e-Publishing website.</p>
	Field	MAJCOM, FOA, DRU and below	<p>Field manuals are extensions of field Instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Field manuals do not implement higher-headquarters manuals; field activities must use supplements to implement higher-headquarters publications.</p> <p>Publications/forms managers will assign control numbers, and, except ANG wings/subunits and MANs generated below wing/base level, publications will be posted on the e-Publishing website.</p>

Publication Name	Applicability	Issued By	Description
Interservice Publications (IP)	Departmental	HAF and MAJCOM	<p>IPs contain mutually agreed-upon procedures the Air Force and one or more of the military departments or DOD agencies (such as the Defense Logistics Agency (DLA)) need to carry out a common mission or function.</p> <p>When the AF is the lead agent: The Air Force publication number, command approval, and accessibility and releasability statements precede those of the other Military Departments or agency. Place an Interservice Publication Distribution List, with Air Force information first, in the header of the document (see Section 2C for guidance on developing a draft). The Air Force OPR develops and processes the publication according to this Instruction.</p> <p>The OPR sends a draft to each Military Department or agency OPR for final approval. In the memorandum, specifically request verification of their publication number, approving authority, distribution list, printing requirements, and shipping instructions (if applicable).</p> <p>The OPR then completes HAF functional and mandatory coordinations. The OPR shows all coordination, including those obtained from other Military Departments, on the AF Form 673, and sends one electronic copy of the draft along with a signed AF Form 673 to AFDPO for processing.</p> <p>When the AF is <i>not</i> the lead agent: The lead agent's OPR develops and formats the publication according to the lead agent's publishing procedures, and sends the draft to the Air Force functional OPR for preliminary coordination. At this point, the Air Force OPR obtains the publication number from AFDPO. After the preliminary coordination has been returned to and reviewed by the lead agent, the updated draft is then returned to the Air Force OPR for final coordination.</p> <p>The Air Force OPR obtains and shows all coordination on the AF Form 673; has the approval authority sign it; and sends the approved draft, by memorandum, to the lead agent for processing. The Air Force OPR works with the lead agent to resolve and differences raised during coordination. The lead agent's publishing activity sends a memorandum with a 30-calendar-day suspense to the Air Force OPR requesting verification of publication number and approving authority, accessibility and releasability statements, printing requirements, and shipping instructions. The lead agent's publishing activity notifies the OPR when the publication is released and provides a link to the published version. The Air Force OPR must send the link, the completed AF Form 673, and the approved draft to AFDPO for release on the e-Publishing website.</p> <p>OPRs for interservice publications, whether the Air Force is the lead agent or not, must meet the responsibilities and requirements for OPRs established in this Instruction.</p> <p>AFDPO assigns control numbers for departmental IPs; the publishing manager assigns control numbers for MAJCOM IPs. Interservice Publications are posted on the e-Publishing website.</p>

Publication Name	Applicability	Issued By	Description
Supplements (SUP)	Departmental	HAF	<p>Supplements are publications that extend or add material to publications issued by higher headquarters or agencies. See AFI 90-101, <i>Implementing Department of Defense Issuances</i>, for additional guidance on issuing Air Force Supplements. Note: supplements to DODDs carry the same weight as AFPDs, and are subject to the same requirements; direct supplements to DODIs carry the same weight as AFIs and direct supplements to DODRs and DODMs carry the same weight as AFMANs—all must be processed accordingly.</p> <p>AF supplements to DOD Issuances will be identified by both the DOD Issuance number and an AF publication number, in that order. AF supplements to DODDs will be assigned an AFPD number, AF supplements to DODIs will be assigned an AFI number, AF supplements to DOD Regulations or Manuals will be assigned an AFMAN number (e.g. DODD 8000.1_AFPD 33-1). AFDPO assigns the control number; supplements are posted on the e-Publishing website. AF supplements to DOD Issuances will be listed on the e-Publishing website under the AF series number (e.g. DODD 8000.1_AFPD 33-1 would be listed on the e-Publishing website under the 33 series).</p>
		All Field Levels	<p>With the exception of AFPDs, PMs, AF supplements to DODDs, and DODIs (a direct supplement to a DODI carries the same weight as an AFI; field activities may supplement the AF supplement to the DODI) field activities may directly supplement any higher headquarters publication unless otherwise directed by the OPR. Field supplements extend or add material to higher headquarters publications. If there is no higher headquarters or departmental publication available to supplement, field activities may issue Instructions; see the “instructions” entry in this table for additional guidance. Note: supplements must be at least as restrictive as the higher headquarters publication and must not contradict the higher headquarters publication.</p> <p>Supplements must bear the higher headquarters designator and number, adding the field acronym to the end and “SUP” (e.g. AFI 33-360_AMCSUP, AFI 33-360_AMCSUP_89AWSUP, AFI 33-360_89AWSUP (if no AMC supplement)). Publications/forms managers will approve numbers; except ANG wing/subunit supplements and those generated below wing/base level, supplements are posted on the e-Publishing website.</p>
Installation Publications	Field	Field Installations	<p>Installation commanders have the authority to issue installation publications (e.g. Scott AFB Instructions, etc.). Unless limited by waivers granted under host-tenant agreements (see AFI 25-201), installation publications apply to all units assigned or attached to the installation. They also apply to off-base and remote site units if the subject matter covers the support and services given them by the issuing installation. Installation publications will be posted to the e-Publishing website.</p>

Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids, “how-to” guides, or as sources of official information. **Notes:** publications in this category follow the standard AF format. The “Compliance is mandatory” statement is not used in nondirective publications. Do not prescribe forms in nondirective publications.

Publication Name	Applicability	Issued By	Description
Pamphlet (PAM)	Departmental and Field	All Levels	<p>PAMs are informational, “how to” publications, which may include procedures for implementing Air Force guidance. PAMs may provide guidance regarding reports, but may <i>not</i> prescribe reports. They may reference forms and provide guidance on completing them, but may not prescribe them. Field commands and activities may issue pamphlets. If you have a special or unique pamphlet, see your publications/forms manager for guidance before developing.</p> <p>Publications/forms managers assign pamphlet numbers. If your pamphlet implements a higher-headquarters pamphlet, your series and number must mirror the higher-headquarters publication. With the exception of ANG wing/sub-units and PAMs generated below wing/base level, PAMs are posted on the e-Publishing website.</p>
Doctrine Documents (DD) and Tactics, Techniques and Procedures (TTP) Documents	Departmental	Air Force Doctrine Center for DDs, designated organizations for TTPs	<p>DDs are statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of air and space forces in military action. DDs guide our personnel as they plan, employ, organize, train, equip, and sustain Air Force forces. DDs also provide the foundation for Air Force contributions to joint and combined doctrine development. DDs are authoritative, but require judgment in application. The Air Force develops doctrine at different levels and depths of detail in the forms of basic, operational, and tactical doctrine. Each level of doctrine plays an important role in describing and guiding the preparation (organizing, training, equipping, and sustaining) and employment of air and space forces.</p> <p>The Doctrine Center assigns numbers for DDs and TTPs other than 3-1 and 3-3 series TTPs; 3-1 and 3-3 series TTP numbers are assigned by the issuing organization. DDs and TTPs are posted on the e-Publishing website.</p>
Directories	Departmental and Field	All Levels	<p>Directories are informational publications. They are usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may issue directories, which they will designate with the acronym of the command: e.g., ACCDIR (for Air Combat Command Directory).</p> <p>Air Force directory (AFDIR) control numbers are assigned by AFDPO. Field directory control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, directories are posted on the e-Publishing website.</p>

Publication Name	Applicability	Issued By	Description
Handbooks	Departmental and Field	All Levels	<p>Handbooks are reference books of a particular subject or a compilation of factual data and instructional material not subject to frequent revision.</p> <p>Air Force handbooks (AFH) control numbers are assigned by AFDPO; Field handbook control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, handbooks are posted on the e-Publishing website.</p>
Catalogs	Departmental and Field	All Levels	<p>Catalogs are informational publications that describe and/or list a particular collection of information.</p> <p>Air Force catalog control numbers are assigned by AFDPO; field catalog control numbers are assigned by the respective publications/forms manager. With the exception of ANG wing/sub-units and those generated below wing/base level, catalogs are posted on the e-Publishing website.</p>
Visual Aids (VAs)	Departmental and Field	All Levels	<p>VAs are posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, base facilities, and other places. OPRs should combine and issue VAs at the highest levels, when possible. Permanent VAs are listed in the Air Force Product Index. There are two kinds:</p> <p>Permanent VAs. These explain or instruct. An example is a chart portraying military insignia. Follow the same guidance as a publication when numbering, dating, and indexing, including completing an AF Form 673, and maintaining a record set. Permanent VAs must be prescribed in a publication; indicate the prescribing publication on the face of permanent VAs; e.g., "AFVA 11-240 (Prescribed by AFI 11-218)." Publications/forms managers assign control numbers.</p> <p>Temporary VAs. These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 180-calendar days or less. Show an expiration date in small type at the bottom of the VA; e.g., "Expires 30 December 1997." If the VA shows the date of an event, you may eliminate the expiration date. Do not number or index Temporary VAs. Temporary VAs being processed by AFDPO require an AF Form 673 but do not require any coordination (Note: AFDPO does not provide funding for temporary VAs); temporary VAs do not require maintenance of a record set or a prescribing publication and will not be listed in the Product Index.</p>
Product Announcement (PA)	Departmental	HAF	Product announcements publicize the posting of new, revised, or interim changes for Air Force publications and forms on the e-Publishing website. AFDPO is responsible for product announcements.

NOTES:

Periodicals are no longer recognized as part of the publishing program. Periodicals are managed by the author's functional organization and published on local websites. Newspapers and commercial enterprise publications are authorized by and subject to the guidance in AFI 35-101, *Public Affairs Policies and Procedures*. Local webmasters are responsible for ensuring Section 508 compliance. "Policy letters," guides, and bulletins are not recognized as part of the publishing program; any guidance or information issued in a policy letter, guide, or bulletin requiring implementation/compliance must be established in a publication type described in this instruction and processed accordingly.

Some Non-DOD publications issued by an external agency or entity direct action within the Air Force. Generally, non-DOD publications are directed to the Office of the Secretary of Defense and re-delegated within DOD publications, memorandums, etc. Air Force action is regularly directed by the following: Executive Orders (Eos); Public Laws; Federal Management Regulations; Office of Management and Budget (OMB) bulletins, circulars, and notices; Federal Acquisition Regulations (FAR); Environmental Protection Agency (EPA) regulations; Department of Commerce (DOC) circulars, bulletins, and notices; Federal Aviation Administration (FAA) publications; National Institute of Standards and Technology (NIST); General Accounting Office (GAO) publications; and others.

All publications and forms must be listed in the Product Index on the e-Publishing website. Classified and FOUO publications and forms must be listed under an unclassified title.

*Section 2B—Developing a Publication***2.8. Content Limitations and Restrictions.**

2.8.1. Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.

2.8.2. AFPDs and AF supplements to DODDs may only be directly implemented by AFIs and AFMANs. DOD Issuances may only be directly supplemented or implemented by a department-level publication. Unless otherwise noted in the opening paragraph, all other publications may be supplemented. Exception: If no departmental-level guidance is provided (e.g. AFIs, AFMANs, etc.), commands may issue command instructions to directly implement AFPDs and AF supplements to DODDs. Once higher headquarters guidance is published, the command must rescind its instruction and issue a supplement to the higher headquarters guidance.

2.8.3. A publication applies only to the issuing headquarters' staff elements and its subordinate activities (i.e. an AFI issued at the HAF applies Air Force-wide; an AFMCI applies only to AFMC and units subordinate to AFMC; an AMC supplement applies only to AMC and units subordinate to AMC).

2.8.4. Implementing Technical Orders (T.O.). If authorized by T.O. managers, process MAJCOM and base-level T.O. supplements through your supporting publication function. AFPD 21-3, *Technical Orders*, and T.O. 00-5-1, *Air Force Technical Order System*, contain special instructions and limitations on issuing supplements.

2.8.5. When a higher headquarters publication is updated (either by an interim change or a rewrite), implementing publications must be rewritten, updated, or, if applicable to "standalone" supplements, certified as current within 180 days. In the meantime, if the implementing publication conflicts with the higher headquarters publication the implementing publication must be rescinded. OPRs may issue a GM to replace the conflicting publication, or add new guidance to non-conflicting implementing publications while the publication is under revision. GMs used to replace or amend implementing publications will expire when the supplement is revised (must be within 180 days).

2.8.6. Do not put the following in your publication:

2.8.6.1. Articles intended only to encourage or obtain the support of persons outside the Government.

2.8.6.2. Editorials, book reviews, or articles that are political, representing clear attempts to lobby for or against legislation or increased appropriations.

2.8.6.3. Partisan political campaign articles or editorials.

2.9. Supplements. Air Force activities are able to add organization-specific guidance to higher headquarters publications by issuing supplements to implement higher headquarters publications. Supplementary guidance cannot be less restrictive than the basic publication, but it can be more restrictive. Supplementary guidance must not contradict the basic publication.

2.9.1. Supplementing Air Force Publications. Field supplements must be issued as an integrated publication. This method is the most efficient, as it enables the user to see higher headquarters and new material in one integrated file.

2.9.1.1. AFPDs, AF supplements to DODDs, and AFPMs may not be supplemented. DOD Issuances may not be directly supplemented in the field, because a direct supplement carries the same weight as a departmental publication. Unless otherwise stated in the opening paragraph, all other publications may be supplemented. Exception: If no departmental-level guidance is provided (e.g. AFIs, AFMANs, etc.), commands may issue command instructions to directly implement AFPDs and AF supplements to DODDs. Once higher headquarters guidance is published, the command must rescind its instruction and issue a supplement to the higher headquarters guidance.

2.9.1.2. Follow guidance starting at paragraph **2.12.** to format your supplement.

2.9.1.3. Supplements must bear the higher headquarters designator and number, adding the command acronym to the end (e.g. AFI 33-360_AMC, AFI 33-360_AMC_89AW, AFI 33-360_89AW (if AMC does not issue a supplement)). Publications/forms managers will approve numbers before processing the final publication.

2.9.2. Supplementing DOD Publications. See AFI 90-101 for more guidance on developing this type of supplement.

2.9.2.1. Obtain an electronic file of the DOD material from the OPR or the Washington Headquarters Services (WHS) website (<http://www.dtic.mil/whs/directives/>) and insert the Air Force supplementary material.

2.9.2.2. Print the DOD material word for word, without editing and retaining the paragraph numbering and formatting. Added Air Force material must meet standards in this Instruction. DOD text should be in regular font, with Air Force text in bold font; state that DOD text appears in regular font and Air Force text appears in bold font in the opening paragraph.

2.9.2.3. AF supplements to DOD Issuances will be identified by both the DOD Issuance number and an AF publication number, in that order. AF supplements to DODDs will be assigned an AFPD number, AF supplements to DODIs will be assigned an AFI number, AF supplements to DOD Regulations or Manuals will be assigned an AFMAN number (e.g. DODD 8000.1_AFPD 33-1). Show this on the cover, if used, and in the upper right corner of the title page.

2.9.2.4. Following guidance in paragraph **2.12.**, insert the Air Force publication header, including the opening paragraph and the summary of changes, if applicable, before the original DOD material. Identify the DOD publication you are supplementing in the opening paragraph.

2.9.2.5. “(Added)(AF)” will be inserted during the tagging process before supplementary material of any type (paragraphs, chapters, tables, attachments, etc.); e.g., “(Added)(AF) Within HAF . . .” Added material (chapters, main paragraphs, figures, etc.) will be included in the table of contents, if used.

2.10. Select a Subject Series. All Air Force publications are related to an Air Force specialty code (AFSC); see **Attachment 3** for descriptions. **Note:** All directive departmental publications that issue guidance must have an antecedent AFPD, AF supplement to a DODD, or AFPM.

2.10.1. If the publication is new, select the series that most closely describes the function.

2.10.2. If the publication is a rewrite, it bears the same series and control numbers as the superseded publication.

2.10.3. If you are consolidating two or more publications, either use one of the publication numbers and supersede both, or request a new control number. **Note:** If you are consolidating publications, you must “own” them all or have written concurrence on the consolidation from the owning organization. Ensure the statement of concurrence clearly indicates the organization that will own the consolidated publication.

2.10.4. **Departmental.** Once you have identified your series, AFDPO will create and assign a unique publication control number. If the publication will become a physical (printed) product and has a separate cover, place the series number and title on the cover as well as on the first page of the publication.

2.10.4.1. AFPMs and GMs will be numbered consecutively under the appropriate subject series (e.g. PM 33-01, AF GM 16-01).

2.10.4.2. Publications implementing a particular AFD or AF supplement to a DoDD should fall in the same numbered series and have a three-digit control number (e.g. AFI 65-701 is the first publication that implements AFD 65-7). Publications that follow/support the implementing publication will have consecutive control numbers (e.g. AFI 33-360 will further be implemented by AFMAN 33-361).

2.10.4.3. Air Force supplements to DOD Issuances will bear the DOD number and an Air Force publication number (e.g. DODD 8000.1_AFD 33-1; DODI 1000.15_AFI 34-223).

2.10.5. **Field (MAJCOM/FOA/DRU/Base/Wing).** Once the series has been identified, the respective publications/forms manager assigns the control number.

2.10.5.1. GMs will be numbered consecutively under the appropriate subject series (e.g. AMC GM 16-01, AMC GM 16-02).

2.10.5.2. Supplements must bear the higher headquarters designator and number, adding the command acronym to the end (e.g. AFI 33-360_AMC, AFI 33-360_AMC_89AW, AFI 33-360_89AW (if AMC does not issue a supplement)).

2.11. Select a Title. When developing a new publication, select a meaningful, concise title. Use only commonly known abbreviations, such as “US.” Do not use terms such as “policy,” “instruction,” “guidance,” “handbook,” “pamphlet,” “catalog,” “guide,” or “book,” etc., in the title for that type of publication. If supplementing a higher headquarters publication at the HAF or in the field, maintain the title of the original publication.

2.12. Format the Draft. Drafts are for development and coordination only, not for implementation or compliance. Each draft must be marked “DRAFT--NOT FOR IMPLEMENTATION OR COMPLIANCE” across the top of each page. Reference the *GPO Style Manual* and DOD 5025.1-M, *DOD Directives System Procedures*, for additional guidance on writing style, grammar, formatting, etc.

2.12.1. Your publication should order content as follows: publication header, opening paragraph; summary of revisions (if applicable); table of contents (if applicable); core content; **Attachment 1:** references, glossary, description of terms; adding attachments as needed. **Note:** Tables of contents for electronic publications that are processed by AFDPO and posted on the e-Publishing website will be

automatically generated by the Central Tagging Operation (CTO) for publications that are 20 pages or more; OPRs should not submit a table of contents as part of the draft publication. OPRs for publications that will be printed must provide a table of contents as part of the draft.

2.12.1.1. OPRs for publications that will be printed should consider adding a table of contents for publications over 20 pages. Include chapter titles, section titles, sub-section titles as desired, titles for figures or tables that appear within chapters, and attachments titles, as well as page numbers for all.

2.12.2. Create your draft using Microsoft Word® in 12-point Times New Roman font, with one-inch top, bottom, left, and right margins. Page numbers will be bottom center, not appearing on the first page.

2.12.3. Link (rather than embed) figures, tables, and illustrations where they will appear in the final version. Provide a separate source graphic file for each figure. Numbers and titles for figures, tables, illustrations, etc., must be placed at the top of the graphic in the publication. Work with your publications/forms manager to ensure your graphics are submitted properly.

2.12.4. Number all paragraphs and subparagraphs, using this publication as a visual sample for paragraph numbering. Do not use the automatic numbering feature in Word®—paragraphs must be hand-numbered. The tagging software used by the Air Force cannot process documents that have been numbered automatically. All paragraphs and subparagraphs should be flush left in the draft. The correct indentation will be applied when the publication is tagged.

2.12.4.1. OPRs creating a supplement must only submit the material to be added to the higher headquarters publication, including the paragraph number. AFDPO will insert the new material into the higher headquarters publication.

2.12.4.1.1. When integrating supplementary guidance into a higher headquarters publication, insert “added” and the adding organization’s acronym between each new paragraph, figure, table, attachment number, etc., and the content (e.g. “4.1.1. (Added)(ACC”).

2.12.4.1.2. Do not duplicate paragraph, figure, table, or attachment numbers already in the basic publication—start with the next number, or a sub-number if inserting between existing content. Numbering must agree with the format in the basic publication; e.g., publications with chapters: Figure 2.1, Table 3.1, etc.; without chapters: Figure 1, Table 1, etc.

2.12.4.2. Bullets are not authorized in Air Force publications, including interim changes. When updating an old publication with bulleted information, those items must be substituted with paragraph numbers (e.g. 2.14.1.1, 2.14.1.2., etc.).

2.12.5. The following information must be included as part of the publication header (see the first page of this document as an example):

2.12.5.1. All departmental publications will display the Air Force Seal in the upper left corner of the first page, with “BY ORDER OF THE SECRETARY OF THE AIR FORCE” written above the Seal. All field publications will display the Command Seal in the upper left corner of the first page, with “BY ORDER OF THE [COMMAND/BASE/WING/etc.]” written above the Seal. The appropriate Seal will be inserted during tagging—OPRs do not need to include the Seal in the draft publication.

2.12.5.2. AFDPO will format the following information (both printed and electronic publications), to be included in this order at the top of your draft, flush left, single space:

2.12.5.2.1. BY ORDER OF THE [SECAF/command/base/wing/etc.];

2.12.5.2.2. The publication type and number (e.g. Air Force Instruction 33-360, Air Force Instruction 33-360_AMC);

2.12.5.2.3. The publication date (*day, month, year*). AFDPO will insert the publication date just before publishing the document. With proper justification OPRs may forward-date publications (i.e. specify an “effective” date that falls in the future), but may not backdate any publication;

2.12.5.2.4. The AFSC series title;

2.12.5.2.5. The publication title;

2.12.5.2.6. The compliance statement: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” if a directive publication;

2.12.5.2.7. The accessibility statement: “**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil/.”;

2.12.5.2.8. A releasability statement, which should specify any limitations on distribution. Examples of releasability statements include “**RELEASABILITY:** There are no releasability restrictions on this publication”; “**RELEASABILITY:** Access to this publication [or form] is restricted: this publication may be released to NATO members only”; “**RELEASABILITY:** Access to this publication [or form] is restricted: this publication may not be released to foreign nationals”; “**RELEASABILITY:** Access to this publication [or form] is restricted: this publication is classified/FOUO; requests for accessibility must be approved by the OPR,” etc. Unless there are no releasability restrictions on the publication, the statement must be prefaced with the phrase “**RELEASABILITY:** Access to this publication [or form] is restricted”;

2.12.5.2.9. “**OPR:** [office symbol only]”;

2.12.5.2.10. “**Certified By:** [insert office symbol and, in parenthesis, a certifier’s name]”;

2.12.5.2.11. “**Supersedes:** [include the number and date of all publications being superseded, separated by a semicolon]”; and,

2.12.5.2.12. “**Pages:** [insert page count]”.

2.12.5.2.13. OPRs writing a GM or an AFPM should format their document like a standard AF memo (see AFMAN 33-326, *Preparing Official Communications*) and indicate in the subject line whether it is a Policy or a Guidance Memorandum. Control numbers for GMs and AFPMs should be placed above the date; OPRs insert the date. If issuing new policy or guidance, include a releasability statement, applicability statement, the standard records set statement (see paragraph 2.12.7.2.) and any other applicable standard statements described in paragraph 2.12.7.

2.12.5.2.13.1. If issuing an AFPM or a GM (HAF or field level) that amends an existing publication, insert the following standard statement as the opening statement: “This is a [Guidance or Policy] Memorandum immediately implementing changes to [specify the

publication and include a short description of the policy/guidance being changed]. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

2.12.5.2.13.2. AFPMs and all GMs (HAF and field level) will end with the following statement: “The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.”

2.12.6. Forewords. Only nondirective publications may have a foreword to provide a personal message from a proponent. Limit the foreword to one page. Forewords should be unnumbered pages preceding the title (first) page. Publications containing forewords must include a cover. Signatures are not required on forewords.

2.12.7. Writing the Opening Paragraph. Write a concise purpose statement for all categories of publications: explain what the publication covers, who must comply (include applicability to ANG and the Reserve—see paragraphs 2.4. and 2.5. for specifics), and cite the antecedent publication(s). Do not include policy/guidance statements in the opening paragraph. If implementing a DOD publication, show the type implemented after “DOD”(e.g., DOD Directive or DOD Instruction) and include the number, title, and date.

2.12.7.1. Legal Requirements. If applicable, note that failure to comply with the publication is punishable as a violation of Article 92, Uniform Code of Military Justice (UCMJ). Indicate if the publication is subject to the Privacy Act (PA) of 1974, subject to Freedom of Information Act (FOIA) requirements, contains copyrighted information, or is subject to other statutory requirements. See [Section 2C](#) for guidance on addressing legal issues in the opening paragraph of the publication. Closely coordinate opening paragraphs with your servicing legal office.

2.12.7.2. Include the standard records management statement: “Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.” Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers (RCN) in accordance with AFI 33-324.

2.12.7.2.1. Per AFI 33-324, an internal report includes data or information collected by one or more organizational components and transmitted to other organizational components for management purposes. A public report includes collections of information that require responses from the public. See AFI 33-324 for more thorough definitions.

2.12.7.3. Include a statement for recommending changes, including any necessary routing instructions. For example, “Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional’s chain of command.”

2.12.7.4. Include a statement in the opening paragraph if field activities must send implementing publications to the higher headquarters functional OPR for review and coordination before publishing.

2.12.7.5. Include a statement in the opening paragraph if the OPR determines that no waivers may be granted for any part of the publication.

2.13. Citing References. **Note:** See [Attachment 2](#) for sample citation styles and formats.

2.13.1. Limit the use of references and ensure all references are directly applicable and listed in [Attachment 1](#). Do not use indefinite references such as “in current directives,” “contained in existing instructions,” and “as prescribed in pertinent publications.” Official Air Force policy and/or guidance are issued in the publications described in [Table 2.1](#). Therefore, do not reference the following: a draft publication; unofficial policy and/or guidance found on websites; or classified information in an unclassified publication.

2.13.2. When Executive Orders (EOs), Public Laws, or other statutes have already been implemented by a DOD Issuance, use the DOD Issuance as the reference citation; e.g., use “DODD 5400.7” rather than “Title 5 United States Code Section 552.” **Note:** “DOD Issuances” include Department of Defense Directives (DODD), DOD Instructions (DODI), other DOD publications, and their changes. However, when an Air Force publication directly implements a specific statute, you must cite it accordingly. Use codified citations (United States Code) when available, and if the provision is not codified, use the Public Law citation; e.g., use Public Law 98-191, or Title 41 United States Code Sections 401-420. Verify proper statutory authority with the servicing legal office during coordination of the publication.

2.13.2.1. Do not reference a DOD Issuance in an Air Force publication unless there is no Air Force implementing publication. If no Air Force publication, cite the DOD Issuance number and include the full reference (number, long title, and date) in [Attachment 1](#).

2.13.3. To refer to another Air Force publication and/or form, cite the designator, number, and include the long title in italics at first use (e.g., AFI 33-322, *Records Management Program*; AF Form 673, *Air Force Publication/Form Action Request*). Thereafter, refer only to the designator and number (e.g., AFI 33-322 or AF Form 673). Include the full reference (number, long title, and date) in [Attachment 1](#).

2.13.4. OPRs may use “notes” within a paragraph to explain or highlight information. The word “Note,” should be in bold followed by a colon (e.g. **Note:** [insert additional text]).

2.13.5. Use footnotes or endnotes to credit a lengthy legal cite, a copyright owner, the source of quoted materials, or provide a lengthy explanation/expansion on text within a paragraph. Endnotes must be placed before any attachments to the publication.

2.14. Using Illustrations.

2.14.1. Requirements of *Government Printing and Binding Regulations* are as follows: Use illustrations only when they relate to Air Force business and are in the public interest, relate directly to the subject matter, are in good taste, and are the smallest size necessary.

2.14.2. Link (rather than embed) figures, tables not created in Word®, and illustrations where they will appear in the final version. Place the caption above the graphic. Provide a separate source graphic file for each figure. Work with your publications/forms manager to ensure your graphics are submitted properly.

2.15. Tables. Use tables to clarify procedures, present data, and/or to explain a choice of actions or set of conditions.

Figure 2.1. Elements of a Publication.

NOTE: The following elements are authorized for use in Air Force publications.

<i>Division</i>	<i>Identification</i>
<i>Volumes</i>	Number consecutively, using Arabic numerals; e.g., Volume 1, Volume 2, etc.
<i>Parts</i>	Number consecutively, using Arabic numerals; e.g., Part 1, Part 2, etc.
<i>Chapters</i>	Number consecutively throughout the publication, using Arabic numerals; e.g., Chapter 1, Chapter 2, etc.
<i>Sections</i>	Use capital letters in alphabetical order preceded by a numeral; e.g., Section 1A, Section 1B, Section 2A, Section 2B, etc., throughout the publication or within each chapter. If formatting publications in sections only, do not precede the section identification with a numeral. In this case, then simply format as Section A, Section B, Section C, etc.
<i>Paragraphs</i>	Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, etc. For publications divided into chapters, use a two-part Arabic numeral. The first numeral represents the chapter, the second represents the numerical sequence of the paragraph within the chapter, e.g., 1.1, 1.2, for the first chapter, 2.1, 2.2, for the second chapter, etc. If only in sections, begin with 1 and number sequentially throughout the body. Do not re-sequence in the next section.
<i>Subparagraphs</i>	Use Arabic numerals in sequence, separated by periods, progressing from the main paragraph number. Note: These examples are for a publication in chapters. 1.1.1. for the first subparagraph. 1.1.1.1. for the first paragraph under the first subparagraph. 1.1.1.1.1. for the first paragraph under the first sub-subparagraph, etc.
<i>Figures</i>	Use: Arabic numerals-Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. Two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure sequence number within the chapter, e.g., Figure 1.1, Figure 2.1, etc.; and for figures within the attachment; e.g., Figure A1.1, Figure A1.2, etc., for figures in Attachment 1; and Figure A2.2, etc., for figures in Attachment 2.
<i>Tables</i>	Follow the procedures specified for figures.
<i>Attachments</i>	Use Arabic numerals in sequence: Attachment 1, Attachment 2, Attachment 3, etc. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. Note: If attachments have sections, identify them as sections A1A, A1B, A1C, or A2B, A2C, etc.

2.16. Doctrine Documents. Refer to AFI 10-1301, *Air and Space Doctrine*, for guidance on developing doctrine. Command activities may not issue command doctrine documents, nor may they supplement AFDDs. The OPR for doctrine is the Air Force Doctrine Center (AFDC). Contact AFDC regarding the format for 1- and 2-series doctrine documents. The format is similar to the joint doctrine publications.

2.16.1. Basic doctrine (AFDD 1, *Air Force Basic Doctrine*) states the most fundamental and enduring beliefs that describe and guide the proper use of air and space power in military operations. Basic doctrine is the foundation of all air and space power doctrine. Because of its fundamental and enduring character, basic doctrine provides broad and continuing guidance on how forces are prepared and employed.

2.16.2. Operational doctrine (2 series doctrine documents) applies the principles of basic doctrine to operational actions by describing the proper use of air and space power in the context of distinct objectives, force capabilities, and operational environments. Operational doctrine describes how the Air Force executes its missions, and it anticipates changes and influences that may affect military operations, such as technological advances.

2.16.3. Tactical doctrine (3-series tactics, techniques, and procedures [TTP] and tactics, techniques, and procedures [interservice] [TTP{I}]) applies basic and operational doctrine to military actions by describing the proper use of specific weapon systems or detailed TTPs, to accomplish specific military operations. TTP(I) publications are approved for use by the Air Force and at least one other Service. TTP(I) publication format is similar to joint doctrine publications.

2.16.3.1. AFTTP(I)s are certified by AFDC functional area(s) (e.g. heads of functional two-letter offices) and are approved by the issuing organization. They require mandatory coordination as outlined in [Section 2D](#). Once finalized, AFDC submits an electronic copy to AFDPO along with the fully coordinated and approved AF Form 673. Interservice AFTTP(I) numbers are assigned by AFDC, listed in the Air Force Product Index, and posted on the e-Publishing website.

2.16.3.2. AFTTPs are Air Force-level publications subordinate to Air Force doctrine documents. They are certified by AFDC, require mandatory coordination as outlined in [Section 2D](#), are listed in the Product Index, and posted on the e-Publishing website.

2.16.3.2.1. AFTTP 3-1 and 3-3 series publications are approved by the MAJCOM/A3 (e.g. ACC/A3). The numbering is coordinated and jointly assigned by HQ ACC/A3TW (Langley AFB, VA) and the USAFWC/DOTW (Nellis AFB, NV).

2.16.3.2.2. AFTTPs other than 3-1 and 3-3 series publications are approved by the issuing organization. Numbering is coordinated and jointly assigned with AFDC and the issuer. Once finalized, AFDC submits an electronic copy to AFDPO along with the fully coordinated and approved AF Form 673.

Section 2C—Legal Requirements

2.17. Specific Legal Requirements.

2.17.1. Enforceability of Publications. Opening paragraphs must include, as warranted, specific enforceability language directing compliance by military and civilian personnel, including a description of the consequences of noncompliance. A combined opening statement could read as follows:

“This Directive sets forth policies regarding protest or political activities of Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1, 17, and 32 by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.”

2.17.1.1. Nature and Purpose of Punitive Publications. A “punitive” publication is one that is enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes “dereliction of duty.” The three subsections carry different maximum pun-

ishments. Article 92(1) carries a maximum punishment of a dishonorable discharge, forfeiture of all pay and allowances, and confinement for 2 years. Article 92(2) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months. Article 92(3) carries a maximum punishment of a bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months, if the dereliction of duty was willful. If the dereliction was through neglect or culpable inefficiency, the maximum punishment is forfeiture of two-thirds pay per month for 3 months and confinement for 3 months. Reduction to E-1 is also possible for violations of any subsection of Article 92.

2.17.1.1.1. Punitive Versus Nonpunitive Publications. Not all publications, even though lawful, are “punitive,” i.e. punishable under Article 92(1) or (2). To be “punitive,” a publication must clearly set forth the specific conduct of individual members to be regulated, using mandatory language. Specific portions of publications that provide only general guidance or advice, or that require further supplementation by others to give them effect, will not be considered punitive for the purpose of Article 92(1) prosecution. A nonpunitive publication, on the other hand, is one that provides general guidelines or advice in conducting military functions. Even though a nonpunitive publication may not be enforced under Article 92(1) or (2), its provisions may form the basis for a duty that can be enforced under Article 92(3) as dereliction of duty. **Note: The nonpunitive nature of a publication does not mean compliance is optional. Compliance with both punitive and nonpunitive is mandatory.**

2.17.1.1.2. General Order or Regulation. To be a “general order or regulation” for the purposes of Article 92(1), a publication must be (1) published by the President, Secretary of Defense, or Secretary of one of the Services, or (2) issued by an officer having general court-martial convening authority, a general or flag officer in command, or a commander superior to either of those officers. A punitive publication that is not a “general order or regulation” (i.e. it was issued by an authority other than one of the authorities listed earlier) can be enforced under Article 92(2) if the individual accused had actual knowledge of its existence.

2.17.1.1.3. Making a Publication Punitive. In some instances, the matter discussed in a publication is of such consequence that failure to adhere to its proscriptions or mandates should result in punitive sanctions under Article 92, or other articles of the UCMJ. To be lawful, a punitive publication must be reasonable in furtherance of, or connected to, military needs (promotes morale, discipline, and usefulness of command), specific as to time and place, and definite and certain in describing the act or thing to do or omit, and not otherwise contrary to established law. Mandatory provisions place an affirmative duty upon an individual to do a certain act (e.g. lock a safe, follow a checklist, wear certain items, attend certain formations, etc.). Prohibitory provisions require that an individual not do something (e.g. enter a classified area, wear prohibited uniform combinations, drive in excess of a stated speed, etc.). Send all proposed punitive publications to the servicing legal office for review before issuance.

2.17.1.2. Structure of a Punitive Publication. Generally, for a publication to be punitive, it must place obligations on individuals. The opening paragraph must specify which parts of the publication contain punitive provisions; a service member should be able to tell by looking in the introduction of the publication that it contains punitive provisions. Publications containing punitive provisions often provide nonpunitive information. Authors must, therefore, identify clearly those portions that are punitive in nature, or place punitive provisions in a separate publication.

2.17.1.3. Specifying Punitive Portions in the Opening Paragraph. The opening paragraph must clearly specify which parts of a publication contain mandatory provisions and prohibitions enforceable against the individual. While such language standing alone in the opening paragraph does not make a publication punitive, it becomes punitive when combined with punitive language in the body of the publication. The opening paragraph must state clearly to what categories of people the punitive provisions apply; for instance, to all service members or to all crewmembers, or to all persons driving automobiles on bases. The opening paragraph must say that failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92 of the UCMJ, or that noncompliance may result in punishment under Article 92 of the UCMJ.

2.17.1.4. Punitive Language. Most of the recommended language used in publications does not readily put the reader on notice that the publication is punitive in nature. Use language that expresses the mandatory nature of the provisions, such as “will,” “will not,” “shall,” “shall not,” “must,” “must not,” etc. Paragraphs containing mandatory provisions or prohibitions must state that a failure to obey is a violation of Article 92 of the UCMJ. This statement should accompany each mandatory provision or prohibition, or may, if clear, refer to a series of mandatory provisions or prohibitions listed within a specific paragraph.

2.17.2. Paperwork Reduction Act of 1995 (DODD 8910.1, *Management and Control of Information Requirements*, and DOD 8910.1-M, *DOD Procedures for Management of Information Requirements*). Each Air Force publication that authorizes collecting information internal or external to the Air Force is subject to the Paperwork Reduction Act of 1995. **Note:** Follow guidance provided in AFI 33-324. The Air Force must license collections with the proper control number. This includes information collection requirements in support of management functions, unless excluded in AFI 33-324; information collected to satisfy statutory, congressional, and other interagency-imposed information requirements; the collection of information from the public; and information collected internally within the Air Force.

2.17.3. Freedom of Information Act (FOIA) (DOD 5400.7-R, *DOD Freedom of Information Act Program*). Federal statute, DOD and Air Force policy requires prompt and accurate disclosure of information to the public. Air Force publications must be reviewed by a FOIA specialist prior to publication to ensure compliance with FOIA requirements. Refer to DODR 5400.7_AFSUP1, *DOD Freedom of Information Act Program*, for additional guidance and procedures.

2.17.4. Privacy Act (PA) of 1974 (DODD 5400.11, *DOD Privacy Program*). Each Air Force publication will contain a PA warning statement if it provides for, or requires the Air Force to collect or maintain personal information in a PA system of records that is retrieved by personal identifier. Follow AFI 33-332, *Air Force Privacy Act Program*, for further privacy act guidance. Privacy Act System Notices are available online at: <http://www.defenselink.mil/privacy/notices/usaf>.

2.17.5. Federal Register (DOD 5025.1-M). The Air Force must notify the public of publications that affect the public, or will require public compliance. Make notification in the Federal Register as prescribed by AFI 33-320, *Federal Register*.

2.17.6. Copyrighted and contributed or loaned material. Do not use copyrighted information in Air Force publications without obtaining permission from the copyright holder. The only exception is use of very short passages of copyrighted works; check with your servicing legal office to determine if your intended use falls within this exception. **Note:** Permission for use must cite any restrictions on

distribution. If there are no restrictions, the publication will be posted on the e-Publishing website; if there are restrictions, the publication will be distributed as a physical product.

2.17.6.1. To show the presence of copyrighted material in a draft, indicate on the AF Form 673 (“Remarks” block) that the draft contains copyrighted or loaned material.

2.17.6.2. At the bottom of the title page, centered below all other information, place the following statement in bold capital letters: **THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL.**

2.17.6.3. Footnote copyrighted, contributed, loaned information in the text and cite the author of the work, the title, the publisher, and the year of publication. This applies regardless of whether permission from the copyright holder is required.

2.17.7. Trade Names and Trademarks. When using a trade name or mark of a non-Federal/government entity, include the following disclaimer as the last sentence in the publication’s opening paragraph: “The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.” A trade name is simply the name of the commercial enterprise, such as the Microsoft® Company. Check the company’s website to determine if the name requires a “Registered” symbol (®). Distinguish each use of a trademark by inserting a trademark symbol (™) after the mark. See AFI 51-303, *Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights*, for further guidance.

2.17.8. Compliance with Section 508 of the Rehabilitation Act. Because official unclassified AF publications are available on the e-Publishing website, publications at any level must be Section 508 compliant, in accordance with AFI 33-129, *Web Management and Internet Use*. AFDPO is responsible for ensuring all publications posted on the e-Publishing website are Section 508 compliant.

Section 2D—Coordination

2.18. Coordination. Functional and mandatory coordination are required to approve draft content.

OPRs may obtain coordinations on draft publications using physical or electronic medium, although a completed AF Form 673 must accompany the draft submitted for publication. Functional coordination should be completed and recommended changes accomplished in the draft before the final version is submitted for mandatory coordination. The OPR cannot release any final drafts for publication with unresolved nonconcurrences or insufficient coordination. **Note:** Only civilian employees (including direct-hire foreign national employees, but not contractors or indirect-hire foreign national employees) and military members may provide coordination on publications and forms at any level.

2.18.1. Coordination Requirements.

2.18.1.1. Technical/Functional-Level Reviews. Obtain technical/functional comments from those offices with relevant expertise. Resolve all issues of nonconcurrence. If necessary, elevate issues to the next higher authority. All publishing actions except administrative changes (ACs) require technical/functional coordination. See [Table 2.3](#) for technical/functional coordination rules. See paragraph [1.2.8](#) for technical/functional coordinator responsibilities.

2.18.1.2. Mandatory Coordination Requirements for Publications. Only new publications and fully revised publications require mandatory coordination in addition to technical/functional coordination. **Exception:** Mandatory coordination is required for all actions taken on AFPDs and AF

supplements to DODDs (except the approval of ACs). See [Table 2.2](#) for mandatory coordination rules. See paragraph [1.2.8](#) for mandatory coordinator responsibilities.

2.18.1.3. Supplements to DODDs carry the same weight as AFPDs, and are subject to the same requirements; the SECAF will always be the authenticator on AFPDs and AF supplements to DODDs. Direct supplements to DODIs carry the same weight as AFIs and direct supplements to DODRs and DODMs carry the same weight as AFMANs—all must be coordinated accordingly.

2.18.1.4. In addition to certification and approval, AFPMs require technical/functional coordination, coordination with SAF/AAX and a legal review by SAF/GCA; GMs only require technical/functional coordination, in order to expedite processing. Certifying and approval authorities at the HAF for AFPMs and GMs are the same as for AFPDs and AFIs, respectively. **Note:** Those AFPMs and GMs that require immediate release because they address critical issues only require a legal review and the approval authority's signature (the SECAF for AFPMs) on the AF Form 673. OPRs submitting a PM or GM under these circumstances must provide full justification on the AF Form 673.

2.18.2. Preparing the AF Form 673.

2.18.2.1. A “fillable” electronic version of this form is available on the e-Publishing website. Complete the AF Form 673 in its entirety, including special publishing information in block 38, if necessary.

2.18.2.2. Block 4 (“Purpose”): Note that no more than five (5) ICs may be made to a publication, and the five ICs must not change more than 50% of the publication (see paragraph [2.25](#)).

2.18.2.3. Indicate in block 15 if the draft contains copyrighted, loaned, or For Official Use Only (FOUO) material.

2.18.2.4. Indicate whether the publication/form for coordination has resource implications in block 15.

2.18.2.5. All coordinations must be obtained before the certifying and approval authorities manually or digitally sign the AF Form 673. **Note:** Once the certifying or approval authority adds his/her digital signature the form “locks”—no changes can be made to preceding information in the form unless the signature(s) are removed.

2.18.2.6. Obtain the certifying official's signature. The certifying official is a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content. The certifier referenced in the publication must sign block 19.

2.18.2.6.1. Departmental publications authored by a FOA must be certified and approved by a two-letter organization at the HAF.

2.18.2.7. Obtain the approving official's signature. Approving officials are senior leaders responsible for policies and guidance/procedures pertaining to their functional areas (e.g. heads of two-letter functional offices). Unless the authority is delegated, the authenticator referenced on the last page of the publication must sign block 22.

2.18.2.7.1. The SECAF is the only authenticator and approving official for AFPDs, PMs, and AF supplements to DODDs.

2.18.2.8. Represent all functional and mandatory coordination in Section II. If you use other means to collect coordination, type in the required information on the master AF Form 673, and keep the individually signed AF Form 673 or AF IMT 1768 (the staff summary sheet (SSS)) for your record set. HAF OPRs must send a fully coordinated and signed AF Form 673 along with each publication for processing to AFDPO-PPP@pentagon.af.mil. **Note:** AFDPO will not process your publication without the completed AF Form 673. Field OPRs must send a fully coordinated and signed AF Form 673 along with each publication for processing to the publications/forms management office.

2.18.2.9. OPRs should allow at least two weeks for offices to provide coordination. If the publication is particularly large or complicated, allow additional time.

2.18.2.9.1. If coordinating offices are unable to meet a suspense date, requests for extensions must be submitted to the OPR.

2.18.2.10. In providing concurrence, reviewers agree to the contents and prescriptions within a publication or form from a functional perspective. Additionally, reviewers are agreeing to the releasability of the publication, as stated by the OPR in the publication. If the contents or purpose of a publication or a form are in conflict with existing policy or guidance, or if the releasability as stated in the publication is not in keeping with guidance in AFI 31-401, reviewers must provide feedback to the OPR accordingly.

2.18.2.11. Critical comments are major deficiencies that will preclude final approval and publication (i.e. result in a non-concur). Rationale for critical comments must be provided. Substantive comments address those portions of a document that appear to be unnecessary, incorrect, misleading, confusing, or inconsistent. Administrative comments address typographical, grammatical, and formatting errors. Regardless of the level of comment, reviewers must designate a POC to work with the OPR towards resolution.

2.18.2.12. OPRs must resolve all critical comments before submitting the publication or form for final processing and publishing. Ensure that any critical comments submitted to the OPR are clear and that a POC within the coordinating office is designated so the OPR may follow-up. OPRs will work directly with the POC to resolve any issues. Resolution of comments must be included in the record set for the publication/form.

Table 2.2. Mandatory Coordinators. Mandatory coordinators will coordinate on every new and rewritten publication. Mandatory coordination is also required for all actions taken on AFPDs and AF supplements to DODDs, except ACs. Mandatory coordinator responsibilities are outlined in paragraph 1.2.8.

	A	B	C
R U L E	Coordinate		
	Departmental publications with:	Field publications with:	To address:
1	afjaa.workflow@pentagon.af.mil <i>NOTE:</i> AF/JA will forward publications to SAF/GCA for coordination as appropriate on a case-by-case basis.	Staff Judge Advocate (SJA)	Legal implications
2	afa1.workflow@pentagon.af.mil	Manpower office	Manpower and personnel implications
3	afa8.workflow@pentagon.af.mil	Programs office	Future resource implications
4	af.foia@pentagon.af.mil af.records@pentagon.af.mil	Communications and Information Management office	Communications and information management, including FOIA, Privacy Act, Federal Register, postal service regulations, records management, and information collection/reports control
5	afre.workflow@pentagon.af.mil	AFRC unit and members --155 - 2 ND Street, Robins AFB GA 31098-1635; ARPC/XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs). Electronic coordination may be obtained by clicking on the "Gaining Command Publication Coordination" link located on the AFRC secure homepage.	Applicability to the AF Reserve
6	saffm.workflow@pentagon.af.mil	Financial Management office	Budget implications
7	safpa.workflow@pentagon.af.mil	Public Affairs office	Suitability for public access
8	ang.pubs@me.ngb.army.mil	ang.pubs@me.ngb.army.mil	Applicability to ANG and/or NGB
9	AFDPO-PPP@pentagon.af.mil	Publications/forms managers	Formatting and compliance
10	afca-icb@scott.af.mil	Information Management Office	Reports control requirements
11	afdc-dl@pentagon.af.mil	afdc-dl@pentagon.af.mil	Terminology review

	A	B	C
R U L E	Coordinate		
	Departmental publications with:	Field publications with:	To address:
	12 safaax.workflow@pentagon.af.mil	Not Applicable	If the publication is a Policy Directive or an AF supplement to a DODD, even if the publication is classified*. Contact SAF/AAX for routing classified publications.

NOTES:

All publications going to the SECAF for signature must be routed through the Command section at the HAF. Refer to HOI 33-3, *Information Workflow Management and Correspondence Preparation*, for guidance on submitting packages for SECAF signature.

Publications and forms will be submitted to two-letter organizations, unless otherwise directed in the coordination tables. **Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not necessarily have to carry a two-letter level signature; the two-letter may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided.**

*Contact the office for instructions on routing sensitive and classified publications.

2.19. Technical/Functional Coordination. Technical/functional coordination is required for all actions on publications. The following table is not all-inclusive; coordinate with all offices having technical or functional expertise even if they do not appear in the following table. Technical/functional coordinator's responsibilities are outlined in paragraph **1.2.8.**

Table 2.3. Technical/Functional Coordinators

R U L E	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
1	SAF/MR coordination is required on all departmental-level publications for which is provides policy oversight: military and civilian personnel, United States Air Force Academy, medical readiness and health care programs and benefits, family readiness and support, quality of life, services and MWR, manpower management programs and techniques, equal opportunity and diversity integration, sexual assault prevention and response, reserve component affairs, and mobilization planning contingency and crisis management. Air Staff agencies that have a functional relationship with MR bear primary responsibility for developing proposed policy and executing the approved policy. They will ensure that SAF/MR coordination is obtained by coordinating the content of their publications. All mandatory (except SAF/AA on AFPDs) and functional coordination must be completed before obtaining SAF/MR coordination. This ensures that all others have had an opportunity to review and comment.	safmr.workflow@pentagon.af.mil	N/A
2	Plans, designs, develops, tests, acquires, maintains, and disposes of weapon systems, automated information systems, software equipment, facilities, or services	safaq.workflow@pentagon.af.mil safie.workflow@pentagon.af.mil afil.workflow@pentagon.af.mil (A4/7) safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Acquisitions, Installations
3	Develops audit objectives, policies, plans, or standards	safag.workflow@pentagon.af.mil	Auditors

R U L E	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
4	Manages real estate, facilities, and civil engineering or public works programs; provides facility services	safie.workflow@pentagon.af.mil afil.workflow@pentagon.af.mil (A4/7) safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Civil Engineer, Facilities
5	Impacts the management of budgets, accounting and finance, internal review, and related financial management programs; develops and directs accounting and finance systems and services; develops, presents and/or implements budgets	saffm.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Financial Management
6	Provides historical affairs services, including historical writing, research, studies, and analysis, and heraldry	afho.workflow@pentagon.af.mil	Historian
7	Affects procedures or policies for the development or dissemination of information for external or internal audiences.	safpa.workflow@pentagon.af.mil safcm.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Public Affairs
8	Affects manpower and organization programs; allocates or controls manpower resources; or evaluates manpower use	safmr.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil	Manpower
9	Manages, provides, or otherwise affects medical services for military and civilians	safmr.workflow@pentagon.af.mil afsg.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil	Field Surgeon General/Chief Medical Officer, Manpower, and Personnel
10	Develops or analyzes strategic, defensive, and tactical operations, to include operational readiness, planning, standardization, system development, evaluation, training, or command and control	afa35.workflow@pentagon.af.mil afa8.workflow@pentagon.af.mil safxc.workflow@pentagon.af.mil	Operations, Plans and Programs, Communications and Information
11	Manages civilian or military personnel programs or manages social action programs (such as equal opportunity)	safmr.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Manpower and Personnel

R U L E	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
12	Manages or affects religious services, to include related morale and welfare programs	afhc.workflow@pentagon.af.mil	Chaplain
13	Manage safety programs, to include flight, weapons, systems safety; the Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards (AFOSH); or Occupation Health and Safety Administration standards (OSHA)	afse.workflow@pentagon.af.mil safie.workflow@pentagon.af.mil safmr.workflow@pentagon.af.mil afil.workflow@pentagon.af.mil (A4/7) safaq.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Safety, Civil Engineer
14	Impacts security programs, including safeguarding classified information, handling classified information, classification and declassification, personnel security, industrial security, installation security, weapons system security, or security forces matters	afa35.workflow@pentagon.af.mil safxc.workflow@pentagon.af.mil safaa.workflow@pentagon.af.mil safie.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Security Forces and Local Security Manager
15	Affects or involves international affairs, including disclosure of information to foreign governments	safia.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Communications and Information
16	Manages or otherwise affects training and education programs, to include educational research, evaluation, curriculum development and review	safmr.workflow@pentagon.af.mil afa1.workflow@pentagon.af.mil	Training and Education
17	Applies to CAP units or members (see AFPD 10-27 and AFI 10-2701)	cap-usaf.cc@maxwell.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	cap-usaf.cc@maxwell.af.mil
18	Impacts or otherwise applies to morale, welfare, recreation, and services	safmr.workflow@pentagon.af.mil afil.workflow@pentagon.af.mil (A4/7)	Manpower and Installations

R U L E	A	B	C
	If a publication	Then Coordinate	
		Departmental publication with:	Field publication with:
19	Establishes a committee, council, board, advisory group, or similar body (as defined in DODD 5105.4, <i>Department of Defense Federal Advisory Committee Management Program</i> , and DODD 5105.18, <i>DOD Committee Management Program</i>)	safaa.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Committee Management Officer
20	Involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	afja.workflow@pentagon.af.mil safie.workflow@pentagon.af.mil afil.workflow@pentagon.af.mil (A4/7) afse.workflow@pentagon.af.mil safaq.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Civil Engineer and SJA
21	Involves visual information (VI) matters: combat cameras, video teleconferencing, base level support (photography and graphics presentations); or authorizes VI hardware or acquiring and using VI products	safxc.workflow@pentagon.af.mil	Communications and Information
22	Creates documentation requirements on organizations that use core automated maintenance system	afil.workflow@pentagon.af.mil (A4/7)	Director of Maintenance
23	Involves scientific research, or requires scientific input and/or evaluation	afst.workflow@pentagon.af.mil safaq.workflow@pentagon.af.mil	Chief Scientist
24	Affects relations with Congress or creates a requirement for legislative analysis	safll.workflow@pentagon.af.mil safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Legislative Liaison
25	Involves legal policies or procedures	safgc.workflow@pentagon.af.mil (only for AFPDs, PMs, AF Supplements to DODDs, AFMDs, AFIs, and AF GMs)	Staff Judge Advocate (SJA)

* Contact the office for instructions on routing sensitive and classified publications.

NOTE: Publications and forms will be submitted to two-letter organizations, unless otherwise directed in the coordination tables. **Two-letters are responsible for ensuring the correct offices within the organization review and coordinate on the publication and/or form and for providing a consolidated response. The consolidated response does not necessarily have to carry a two-letter level signature; the two-letter may designate a lower-level office within the organization to provide the response and sign off on the coordination form provided.**

Section 2E—Final Processing

2.20. Posting Electronic Products.

2.20.1. OPRs submit all publications for release on the e-Publishing website through the local publications/forms manager.

2.20.1.1. Publications/forms managers will submit files for tagging via file transfer protocol (FTP) site (<https://ftp.hq.af.mil>). Files should not be sent via e-mail. If you lack access to the FTP site, please contact the Central Tagging Operation (CTO) for a login and password: AFDPO-CTO@pentagon.af.mil.

2.20.2. After the publication is tagged it will be posted to the website. AFDPO will notify the publications/forms manager via e-mail or fax when publications are posted to the e-Publishing website. AFDPO posts products to the e-Publishing website 5-7 business days after receiving the complete submission from the OPR. If AFDPO requires additional time the OPR will be notified. **Note:** OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.20.2.1. AFPMs and GMs (HAF and field level) will be posted to the e-Publishing website under the appropriate subject series. If an AFPM or a GM (HAF and field level) amend an existing publication, the memorandum will be posted “on top” of the publication, so that publication users will view the memorandum when they click to access the publication. A link to the publication will be included at the bottom of the memorandum.

2.20.3. A subscription-based electronic notification system is available on the e-Publishing website. This service will notify subscribers of all new, revised, changed, or rescinded products posted to the e-Publishing website.

2.20.4. Because a restricted/classified departmental publishing site is not yet available, field publishing activities may post electronic classified and FOUO publications on the local headquarters SIPRNET site. All classified and FOUO publications posted on a headquarters SIPRNET site must be listed under an unclassified title in the Product Index on the e-Publishing website.

2.21. Processing Products for Printing.

2.21.1. The OPR will submit a completed Government Printing Office (GPO) Form 952, *Desktop Publishing Disk Information*; AF Form 673; a clean printout; disk; and any additional artwork to the local publications manager. Ask your publications/forms manager for help with filling out forms and/or identifying graphics requirements, if necessary.

2.21.2. Printing in two or more colors generally increases costs. All publications/forms managers must ensure that multicolor printing projects are necessary, that minimum color printing is used, and that the extra cost is justified. **Note:** Avoid using excessive printing requirements (e.g. coated paper, embossing, die-cutting, foil stamping, etc.). The OPR must justify use of multicolor printing and/or additional printing requirements in block 38 of the AF Form 673.

2.21.3. If the OPR deems it is necessary, unrestricted physical products may be sold publicly. The OPR must complete GPO Form 3868, *Notification of Intent to Publish*, and provide to the local publications manager, who will process it through AFDPO/PPL. Sales to the public will be handled by the

Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001.

2.21.4. Physical products may be ordered from the e-Publishing website, or directly from the local Defense Automated Printing Service (DAPS) office. Contact your publications manager for bulk printing of electronic products. **Note:** Funding for printing publishing products may be centralized within your local publishing function.

2.21.5. OPRs will receive a copy of the printed publication or form, which will serve as notice that the publishing process is complete. The OPR may request additional copies for OPR-driven dissemination on the AF Form 673 in block 38. The OPR may also furnish a list of intended recipients on the AF Form 673 for AFDPO-driven dissemination. Any additional distribution restrictions should be included in block 38 of the AF Form 673.

Section 2F—Updating Publications

2.22. Suggesting Updates to Publications. Any Air Force member or employee may report errors, suggest revisions, and recommend corrective action by submitting an AF Form 847 to the OPR, or through the appropriate functional's chain of command for higher headquarters publications. AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program (FMP)*. Refer to that publication for guidance on filling out the form.

2.22.1. When a unit issues a publication that conflicts with one of its own publications, the activity noting the discrepancy should submit an AF Form 847 to both OPRs highlighting the conflict and requesting a resolution. OPRs are responsible for working with each other to deconflict and issue the correct publication(s).

2.22.2. If a field activity notices a discrepancy between higher-headquarters publications, submit an AF IMT 847 to both OPRs, following the chain of command as appropriate. AF IMT 847s submitted for HAF publications must be sent through the appropriate functional's chain of command.

2.22.3. Certifying the Currency of Publications. Publications/forms managers Air Force-wide will initiate a review every two years of publications in the anniversary month of the original publication date, using an AF Form 673. If the OPR has given publication status on an AF Form 673 within the past year, postpone the review until the next cycle. **Note:** Both the OPR and the certifying official identified in the publication must sign the AF Form 673 during the biennial review. Additional coordination/signatures may be required, depending on the status of the publication or form.

2.22.3.1. If the OPR determines there are no changes to the publication the OPR must indicate this on the AF Form 673 and submit it to the publications/forms manager, who will submit it to AFDPO for processing. AFDPO will add "AFDPO will add "Certified Current, [adding date the AF Form 673 is received]" under the publication date and post on the e-Publishing website.

2.22.3.2. If changes must be made, the OPR must submit an AC, IC, or a rewrite within 180 days of the date listed on the AF Form 673. See paragraphs [2.25](#)-[2.27](#) for guidance on submitting changes or rewriting a publication.

2.22.3.3. If the publication is obsolete, required coordination must be completed before the OPR returns the AF Form 673 to the publications/forms management office. **Note:** The SECAF must approve the cancellation of any AFDPO or AF supplement to a DODD; this authority may not be delegated.

2.22.3.4. If the publication or form is departmental classified, departmental FOUO, or the publication is a visual aid designed for display, it will be scheduled for printing rather than posted to the e-Publishing website. Discuss production alternatives with the publications/forms manager if a printed product is not ideal. OPRs may request either limited or full reprints of printed products during the annual review. Request a full reprint if the publication or form is current and essential and inventory is low. Request a limited reprint if inventory is low for an essential publication or form that requires revision. Note on the AF Form 673 how many months you will need to complete the revision so the appropriate amount of inventory may be ordered.

2.22.4. **Transfer of Responsibility for a Publication.** When a functional OPR transfers responsibility for developing or approving a publication, the transferring official must notify the publications/forms manager (send a copy SAF/AAX for transfers of departmental publications that implement a DOD Issuance) using an AF Form 673. The two-letter functional principal of the losing activity is the certifying authority. The functional principal of the gaining authority is the approval official. The OPR for the losing activity must obtain technical/functional coordination on the AF Form 673. **Note:** If transferring responsibility for an AFD or AF supplement to a DODD, the SECAF must serve as the approving authority.

2.23. **Requesting a Waiver.** When complying with a higher headquarters publication adversely affects your mission due to a unique situation, you may request a waiver from the OPR; send a request via e-mail or memorandum, explaining the need for the waiver. If deemed necessary by the OPR, the waiver request may be elevated within the organization for review and approval. If the waiver is granted, the OPR of the publication must file it with the record set. A waiver remains in effect until the OPR cancels it in writing, the publication is rewritten, or if the waiver expires (the expiration date must be specified in the documentation granting the waiver). Include a statement in the opening paragraph if no waivers are authorized for that particular publication.

2.23.1. In some cases, the waiver may last the life of the basic publication. If so, the organization requesting a waiver may need to create a supplement to implement the waiver. The OPR of the basic publication will work with the organization requesting a waiver to design appropriate guidance if a supplement is necessary. State in the opening paragraph if the supplement has been created to implement a waiver.

2.24. **Revising a Publication.** Making an IC, an administrative change (AC), and issuing a rewrite are the only authorized methods of changing an official Air Force publication. A publication requires a rewrite when major content is affected by a change in Air Force mission, organization, DOD mandate, or five interim changes (ICs) have been issued. All authorized changes will be incorporated into the publication and posted on the e-Publishing website. **Note:** OPRs of publications that have been printed usually must issue rewrites, because making page changes is often cost-prohibitive. Check with your publications/forms manager to discuss possible alternatives if a change is necessary.

2.24.1. When a higher headquarters publication is updated (either by an interim change or a rewrite), implementing publications must be rewritten, updated, or, if applicable to “standalone” supplements, certified as current within 180 days. In the meantime, if the implementing publication conflicts with the higher headquarters publication the implementing publication must be rescinded. OPRs may issue a GM to replace the conflicting publication, or add new guidance to non-conflicting implementing publication while the publication is under revision. GMs used to replace or amend implementing pub-

lications will expire when the supplement is revised (must be within 180 days). See paragraphs under [2.10.4.](#) and [2.12.5.](#) for guidance on formatting a GM.

2.24.2. Summary of Changes. A summary of changes is mandatory for all ICs and rewritten publications. The summary of changes cites major changes: content changes; new, revised, or obsolete forms; and new, revised, or rescinded recurring reports; etc. Place the summary of changes immediately after the opening paragraph. **Note:** Do not include a summary of changes for new publications.

2.24.2.1. ACs do not require a summary of changes.

2.25. Interim Changes (IC).

2.25.1. Changes to mission-essential information (e.g. law, DOD mandate, Air Force policy or guidance, etc.) and/or a major re-organization are examples of events that may necessitate substantive changes to an existing publication. OPRs may issue only five (5) ICs to Air Force publications, which, if combined, may not change more than 50% of the content. After the fifth IC, the publication must be rewritten, which requires mandatory and technical/functional re-coordination (reference [Section 2D](#)).

2.25.1.1. ICs will not change the basic date of the publication. AFDPO will insert a line under the basic date stating, for example, "Incorporating Change 1, [insert date IC posted]" or "Incorporating Through Change 3, [insert date third IC posted]."

2.25.1.2. After the fifth IC, OPRs should begin preparing a full rewrite to allow for expeditious coordination when the next change comes in.

2.25.1.3. Protect FOUO or classified ICs as directed in AFI 31-401.

2.25.2. Interim Change Processing.

2.25.2.1. The publications/forms manager assigns a number to each change. Use the calendar year, followed by a hyphen and a control number; e.g. IC 2005-1, IC 2006-2, IC 2007-3, etc.

2.25.2.2. Submit the IC in Microsoft Word®, 12-point Times New Roman font.

2.25.2.3. Changes will be made in complete paragraphs, (i.e. submit the entire paragraph 3 to replace the existing paragraph 3, even if only one word or one sentence changed). A change must not renumber existing content; add new paragraphs or sub-paragraphs (or figures, chapters, etc.) as needed to insert additional material without renumbering the existing content. Changed material will be identified with a vertical line in the basic publication.

2.25.2.3.1. A deleted paragraph should cite the paragraph number and the word DELETED, (e.g., "3.77. DELETED"). **Note:** references to deleted content must be removed and the document re-numbered during a rewrite.

2.25.2.3.2. Figures, Tables, and Attachments. Completely delete or provide a completely new figure, table, or attachment to replace the current figure, table, or attachment. Figures, tables, and attachments can be added as long as there is a reference to them in a paragraph.

2.25.2.4. OPRs must obtain technical/functional coordination on the proposed changes, using the AF Form 673, before obtaining the certifying and approving officials' signatures (if issuing an IC to an AFDPO or an AF supplement to a DODD, only the SECAF may approve/sign). Mandatory coordination is not required to make an IC. Send the IC along with the properly signed and dated AF Form 673 to the publications/forms manager for processing. If the signatures are correct, the

IC will be integrated into the basic publication and posted to the e-Publishing website within 48 hours of submission.

2.25.2.5. After the IC is posted to the e-Publishing website, AFDPO will notify the OPR or the publications/forms manager. OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

Figure 2.2. Sample Interim Change.

<p>IC 2005-1 TO AFI 10-248, <i>Fitness Program</i></p> <p>24 May 2005</p> <p><i>SUMMARY OF CHANGES</i></p> <p>This interim change implements new guidelines that clarify requirements for the unit-based fitness program, corrects the time period for testing following deployment, identifies the fitness software application by name, places a timeline on data entry, specifies requirement for Health and Wellness staff to conduct body fat measurements on accessions, provides minimum period for retest requirements, defines exemption parameters and processes, eliminates required sequence for push-ups and crunches, provides guidance for the assessment of shift workers and intervention for members at Geographically Separated Units, and clarifies timelines and requirements for education/intervention.</p> <p>1.12.7. Appoints a Unit Fitness Program Manager (UFPM).</p> <p>3.4.2. Marginal. Test within 90 days, but not during the first 45 days of achieving a marginal score.</p> <p>3.5.4.1. DELETED.</p> <p>3.5.4.2. DELETED.</p> <p>3.5.4.3. DELETED.</p> <p>3.6. Exemptions. Exemptions are designed to categorize members as unable or unavailable to train or test for reasons beyond the control of the member or commander.</p>
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2.26. Administrative Changes (AC). Purely administrative changes that do not affect the subject matter content, authority, purpose, application, and/or implementation of the publication may be made by submitting an AF Form 673 signed by the certifying official to the publications/forms manager. Because these types of changes are non-substantive, no coordination is required. There is no limit on the number of administrative changes to a publication. Administrative Changes include:

2.26.1. Office symbol changes (OPR, Certifying Official's office symbol, and office symbols mentioned in the text) due to a transfer of responsibility for a function or a publication, or as a result of a reorganization. Other changes may be made on a waiver basis (submit waiver requests to the SAF/AAX Workflow).

2.26.1.1. Only OPRs may make administrative changes to their publications. The certifying official must sign the AF Form 673; SAF/AA will approve administrative changes to AFPDs and AF supplements to DODDs.

2.26.1.2. ACs will not be integrated into the basic publication, but will appear when the publication is opened from the e-Publishing site. OPRs must incorporate ACs into an IC or a rewrite to make changes to the actual publication.

2.26.1.3. Submit a statement with the AC in Microsoft Word®, 12-point Times New Roman font (e.g. References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AA in paragraph 1.5 and 3.6.). A date will be assigned to that AC when it is posted with the publication.

2.26.1.4. ACs will be listed chronologically. It is the OPR's responsibility to keep an updated list of ACs; OPRs will submit a complete list of all ACs each time a new AC is added. The date assigned to each previous AC must be incorporated into the document submitted by the OPR (e.g. References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AA in paragraph 1.5 and 3.6. 15 March 2005.).

2.26.1.5. Unless explicitly stated, the addition of an AC will not cancel existing ACs. If explicitly stated (e.g. References to AF/XOI should be changed to AF/A2; this supersedes the AC dated 31 March 2006), "Canceled" will be inserted by the OPR next to the date of the superseded AC. Once an IC is made to a publication, or the publication is rewritten, all ACs posted for that publication will be removed from the e-Publishing website.

Figure 2.3. Sample Administrative Change.

<p>Administrative Changes to AFI 33-360, <i>Publications and Forms Management</i></p> <p>OPR: SAF/AAX</p> <p>References to AF/DP should be changed to AF/A1 throughout the publication; references to SAF/AAX should be changed to SAF/AA in paragraph 1.5 and 3.6. 15 March 2005.</p> <p>References to AF/XOI should be changed to AF/A3/5. 1 November 2006--Canceled.</p> <p>References to AF/XOI should be changed to AF/A2; this supersedes the AC dated 1 November 2006. 31 March 2006</p>

2.27. Publication Rewrites. If you have made five ICs to your publication, or if more than 50% of your publication requires revision, you must rewrite the entire publication and obtain mandatory and technical/functional coordination. Both the certifying and approving officials must sign the AF Form 673. In addition to making the necessary content changes:

2.27.1. State in the Summary of Changes paragraph "This document has been substantially revised and must be completely reviewed. Major changes include [insert summary of major changes]."

2.27.2. Remove references to "DELETED" text made during an IC and re-number the publication accordingly.

2.27.3. Ensure all references (including cross-references within the text, references to additional publications, references to forms, and references to specific offices and individuals) are verified and updated as required.

2.27.4. Submit the rewritten publication with a fully coordinated and signed AF Form 673 to your publications/forms manager for processing. After the rewrite is posted to the e-Publishing website, AFDPO will notify the OPR, with a courtesy copy to the publications/forms manager. OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

2.27.5. Initiate a review and update, if necessary, of any forms prescribed by the publication. See [Chapter 3](#) for more information on reviewing and updating forms.

2.28. Unauthorized Changes to Publications. Rewrites or changes that are not processed IAW guidance in this publication are unauthorized and unofficial. When an activity receives a revised publication or notice of a change issued by methods other than those prescribed in this publication, immediately notify the publications/forms manager by e-mail or memorandum (AFDPO for departmental publications, with a courtesy copy to SAF/AAX). The publications/forms manager will immediately contact the OPR. From the date the publications/forms manager contacts the OPR, the unauthorized change must be re-processed IAW guidance in this publication.

Section 2G—Rescinding Publications

2.29. Obsolete Publications. A publication becomes obsolete when another publication supersedes it or when the OPR rescinds it.

2.29.1. OPRs planning to rescind a publication must, at a minimum, complete technical/functional coordination using the AF Form 673. See [Table 2.3](#) for technical/functional coordination rules.

2.29.2. The OPR must submit the properly completed and signed AF Form 673 to the publications/forms manager; OPRs for departmental publications will submit directly to AFDPO (AFDPO-PPP@pentagon.af.mil). Provide disposition instructions on the AF Form 673, following guidance in AFI 31-401 for classified publications.

2.29.2.1. If the rescinded publication prescribes an Air Force form or a report, the OPR must include this information on the AF Form 673 and send a copy of the request for rescission to the information reports management and control office. **Note:** When a publication is rescinded, any prescribed forms or reports are rendered obsolete.

2.29.2.2. If the publication is an AFDPO or an AF supplement to a DODD, only the SECAF may rescind.

2.29.2.3. If the publication implements a DOD Issuance, the OPR must clarify on the AF Form 673 that the requirements are no longer valid or are met in a separate, active publication (list publications, if applicable) and obtain SAF/AAX coordination in addition to other technical/functional coordination.

2.29.2.4. Obsolete publications/forms are listed in the Product Index. Links to obsolete publications are removed from the e-Publishing website and AFDPO releases a product announcement to notify subscribers of the cancellation. OPRs are encouraged to notify affected staff offices when a

publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

Section 2H—Special Publication Systems

2.30. Basis for Setting up a Special Publications System. Special publications exist to fulfill unique publishing requirements for a narrowly defined audience (i.e. CFETPs, ATs, etc.). These publications must identify in the opening paragraph their linkage with a parent publication listed in an AFSC series. This system will not change or supersede any directive publication, form, or report that a directive publication prescribes. Special publications do not bypass the normal publishing process.

2.30.1. Establishing a Special Publications System. Obtain approval to create the system from SAF/AAX. Describe the proposed system, including the type of publications you will issue, publication specifications, approximate cost, and proposed distribution. Explain why regular publications are not suitable. Reference the parent publication. Once approval has been received, work with AFDPO to establish the publishing process.

Section 2I—Records Management

2.31. Managing Records. The execution of processes and procedures prescribed in publications result in the creation of records that document the business of the Air Force. Your local records professional will help you identify appropriate records for preservation. Maintaining an accurate record set for each publication and form issued by the Air Force is a responsibility mandated by law. The record set for a publication must be maintained in a separate file from the record set for the prescribed form(s). Record sets for publications and the prescribed form(s) may be stored in the same location, but the record sets must be kept separate. Additionally, if preferable, OPRs may retire record sets for previous versions of a publication. If discrepancies exist in the Records Disposition Schedule (RDS), follow instructions in AFI 37-138 (will convert to AFI 33-364), *Records Disposition-Procedures and Responsibilities*, and AFMAN 37-123 (will convert to AFMAN 33-363) to update the RDS.

2.31.1. OPRs must ensure all records created and collected as a result of compliance with this publication are correctly identified in the RDS located at <https://afrims.amc.af.mil/>.

2.31.2. Add the following to the opening paragraph of all publications: “Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.”

2.31.3. As part of mandatory coordination, the local records manager will check the processes prescribed in the publication against the RDS. If the RDS requires modification, coordination may be delayed.

2.31.4. The following provides an overview for those developing record sets for publications. Those responsible for maintaining records sets *must* follow guidance in AFI 37-138 (will convert to AFI 33-364); AFMAN 37-123 (will convert to AFMAN 33-363); and AFI 33-322, *Records Management Program*, for making, maintaining, and disposing of records.

2.31.4.1. OPRs at the HAF who develop publications are responsible for maintaining the official record sets. Field publications/forms managers, in conjunction with the senior communications and information manager, will determine who will maintain record sets locally. Maintain a file arranged numerically by subject series for each publication that includes the following:

2.31.4.1.1. Records for AFPMs and GMs that are converted into “permanent” publications must become part of the record set for the permanent publication. AFPMs and GMs that are not converted into permanent publications should be disposed of in the same way as other memoranda.

2.31.4.2. The final publication draft and the original AF Form 673. AFDPO will maintain a copy of the AF Form 673 for publications developed at the HAF (includes both the Air Staff and the Secretariat). Field OPRs developing departmental publications will have their publications/forms managers maintain and/or retire the original AF Form 673 in the record set.

2.31.4.3. A copy of the published version of the publication and any prescribed form(s);

2.31.4.4. All documents that show coordination, comments, and other actions, such as changes (ICs, ACs, and rewrites), exemptions, waivers, suggestions, etc., for the publication;

2.31.4.5. A copy of each AF Form 673 used during biennial reviews for the publication;

2.31.4.6. Any additional forms required to process the publication (such as forms required when developing a printed product; the AF IMT 130, *Application for a Report Control System (RCS)*, if used; or the DD 67, *Form Processing Action Request*, if making changes to a DOD form); and,

2.31.4.7. If the publication directly implements a DOD Issuance, a copy of the signed and dated SD106, *[DOD] Directives System Coordination Record*, the Air Force memorandum with comments, the draft Issuance, and the final (signed) Issuance.

2.31.5. Refer to the RDS (<https://afrims.amc.af.mil/>); AFI 37-138 (will convert to AFI 33-364); AFMAN 37-123 (will convert to AFMAN 33-363); and AFI 33-322 for guidance on creating, maintaining, retiring, and disposing of electronic record sets.

Section 2J—Establishing a Functional Publications Library (FPL)

2.32. Definition.

2.32.1. Commanders of organizations involved in flight operations are specifically authorized to establish and maintain FPLs, containing departmental- and field-level publications. The library will contain a copy of this instruction, the Product Index listing of included publications, and the product announcements.

2.32.1.1. FPLs must link to electronic publications and forms available on the e-Publishing website. Classified/FOUO publications and forms may be posted directly to an FPL or printed.

2.32.2. Flight operations commanders may establish FPLs by providing written notification to the servicing publishing manager. Identify the activity responsible for the library, its location, and appoint a primary and alternate library custodian. Officials establishing FPLs will ensure custodians are properly trained on publications management. Custodians are responsible for ensuring FPL contents are both current and essential.

2.33. Availability of FPL Publications. Publications kept in an FPL may be loaned to authorized persons for official use. Loaning publications is optional and depends on local needs. Do not allow the general public to view, copy, or borrow any publication from an FPL (DOD 5400.7-R_AFSUP1). Since FPLs are not open to the public, FOUO publications may be filed with other publications.

2.34. Obtaining Publications. Request paper-based publications from the Document Automation Production Service (DAPS) at unit expense. The e-Publishing website provides a link to the DAPS website for easy access to this bulk printing service.

2.35. Maintaining an FPL. FPL custodians will review product announcements and the Product Index on the e-Publishing website to ensure publications contained in the library are current and essential. Custodians will regularly review and inventory the contents of the FPL to ensure publications are current and essential. Document the inventory, discrepancies noted, corrective action taken, and individual conducting inventory. Dispose of custodial records according to guidance in AFI 33-322.

Chapter 3

FORMS MANAGEMENT

Section 3A—Overview

3.1. General. This section establishes Air Force guidance, assigns responsibilities, and provides specific procedures for the management of Air Force forms. It applies to all media of forms, whether paper or electronic. It covers the complete lifecycle management of forms from creation, distribution, use, review, and revision to cancellation.

3.1.1. Definition of a Form. A tool prescribed in an official publication used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive AF purpose or objective.

3.1.1.1. Previously, IMTs and forms were used synonymously. The IMT designator is being phased out; it will continue to appear until all publications and forms bearing that reference are updated.

3.1.2. Only civilian employees (including direct-hire foreign national employees, but not including contractors or indirect-hire foreign national employees) and/or military members of the Air Force are authorized to serve as the POC for, provide coordination on, certify, and /or approve official Air Force publications and forms, including interservice publications where the Air Force serves as the lead service.

Section 3B—Types of Forms

3.2. Types of Forms. The type of form is determined by the scope of its intended use and is indicated by the form designation (e.g. AF Form 673, AFMC Form 226). If the scope of users broadens, the form should be redesignated accordingly.

Table 3.1. Types and Descriptions of Forms.

Prescribed Forms		
Type	Description	Issued by
Departmental	A form used Air Force-wide. Prescribed by a departmental publication (e.g. AFIs, AFMANs, etc.).	HAF (Secretariat and Air Staff)
Field	Forms issued by a MAJCOM, FOA, DRU, base, or unit, for use within the organization and subordinate organizations. Prescribed by a field-generated publication. Note: Use a form generated at higher-headquarters whenever possible.	Field
Headquarters/unit (HAF, MAJCOM, base, unit, etc.)	Forms issued for use within the organization; HOIs must apply to two or more staff offices, OIs are internal to a unit. Prescribed by an operating instruction.	HAF and field
Non-Prescribed Forms		
Type	Description	Issued by
Office	Forms for use only within the originating directorate, division, branch, section or office.	All levels
One-time	Forms that satisfy a one-time requirement, are not re-used or reprinted and are obsolete when the expiration date is met. The OPR distributes the forms directly to activities required to complete the project. Place “One-time” in parentheses following the form number and show the expiration date next to it (e.g., (One-time, Expires 20 January 2006)).	All levels

Type	Description	Issued by
Test	Test forms are established to be used for a limited period of time so they may be evaluated before becoming permanent. Life of a test form may not exceed 1 year. The OPR is responsible for converting these forms to a permanent form by no later than the expiration date. If not converted to a permanent form, they automatically become obsolete on the expiration date. State "Test" in parentheses following the form number and show the expiration date next to it (Test, Expires 20 January 2006).	All levels
Morale, Welfare, Recreation and Services (MWRS)	Forms used in the operation of the MWRS for internally imposed requirements. Give forms management support to MWRS activities on a case-by-case basis. The MWRS activity pays any printing costs.	MWRS offices

NOTE: Some actions may require use of non-Air Force forms, such as DOD forms (DD forms), standard government forms (SFs), optional forms (OFs), General Services Administration forms (GSA forms), General Accounting Office forms (GAO forms), etc. Users will be instructed when use of non-Air Force forms is necessary. AFDPO may assist OPRs with other types of forms, but does not monitor forms posted on non-Air Force websites.

3.3. Items Not Managed as Forms (Per guidance in DODI 7750.7, *DOD Forms Management Program*):

3.3.1. Forms used exclusively for cryptological activities.

3.3.2. Forms used only once as part of a survey.

3.3.3. Formatted guides or tables that are largely narrative in nature where the space needed by respondents to furnish the desired information varies substantially. **Exception:** Manage formatted guides or tables that solicit information covered by the Privacy Act of 1974, collect information from the public, or require Office of Management and Budget (OMB) approval as a form.

3.3.4. Formatted documents without spaces for entering information, such as instruction sheets and bulletins, pamphlets, notices, contract clause sheets, placards, certain tags and labels, pattern letters, guide letters, and form letters.

3.3.5. Tools used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive AF purpose or objective that are *not* prescribed in an official publication.

Section 3C—Form Development

3.4. Official Form Repository. The e-Publishing website is the official source for obtaining forms, both electronic and physical. Because a restricted/classified departmental publishing site is not yet available, field publishing activities may post electronic classified and FOUO forms on the local headquarters SIPR-NET site. All classified and FOUO forms posted on a headquarters SIPRNET site must be listed under an unclassified title in the Product Index on the e-Publishing website.

3.4.1. “Stocked and Issued” forms are distributed directly by the OPR. The office symbol and mailing address of the OPR are listed after the form title in the Product Index; users must submit requests directly to the OPR. The OPR is responsible for informing AFDPO when a reprint is necessary.

3.4.2. “Stocked and Used” forms are distributed by the OPR only within the primary organization, and used only by that activity. The OPR is responsible for informing AFDPO when a reprint is necessary.

3.5. Prescribing a Form. A new form and the prescribing publication must be published and distributed simultaneously. This is not the case for revised forms. The prescribing publication:

3.5.1. Directs organizations and individuals to use the form.

3.5.2. Cites the form number, and long title, (e.g., AF Form 673, *Air Force Publication/Form Action Request*) the first time the form is mentioned. Thereafter, only cite the designation and number (i.e., AF Form 673), unless the title would clarify the text.

3.5.3. States the purpose of the form, how to complete it, and how to submit it.

3.5.4. Explains where to submit supply requests if the form is printed.

3.5.5. Lists prescribed forms by form number and long title in the “Prescribed Forms” paragraph of the publication and on the AF Form 673 (Section I). (“Prescribed Forms” and “Adopted Forms” will be the last two paragraphs of the publication.)

3.5.6. Do not include a copy of the prescribed form(s) within the publication unless absolutely necessary. This will help ensure version control, and may eliminate a need to update the publication each time a form is revised. If it is necessary to include a copy of the form, show sample entries.

3.5.7. The prescribing publication does not need to be revised when a form is revised unless instructions related to the revised form need to be updated.

3.6. Creating a Form. Forms Air Force-wide are designed using standard software acquired by AFDPO and disseminated to all publications/forms managers. All form control numbers are assigned by local publications/forms managers. To ensure forms are developed correctly:

3.6.1. Identify all necessary data fields and create a sample form. OPRs will need to justify the need for the form, the data fields collected, and specify any printing and/or distribution requirements during coordination.

3.6.2. The prototype used during coordination and the final version will be designed in conjunction with the local publications/forms manager.

3.6.3. Utilize desktop software, such as Microsoft® applications, whenever possible to develop office forms. Office forms may also be created with the use of standard AF form software.

3.6.4. AFDPO will alert the local publications/forms manager or the OPR when a new or revised form is posted on the e-Publishing website. OPRs are encouraged to notify affected staff offices when a form is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

3.7. Adopting a Form. You may adopt an existing form prescribed in one publication (Air Force or other government publication) for use in another publication. Adopted forms already exist and are available from the e-Publishing website or the Publishing Distribution Center (PDC). You must reference the publication that prescribes use of the adopted form in your publication, and may refer users to the prescribing publication for instructions on completing and processing the form, adding additional instructions, if necessary. To determine the prescribing publication, click on the “information” icon in the form entry on the e-Publishing website.

3.7.1. Cite the form designator and number within the publication, including the long title in italics at first use; include the full citation in the “Adopted Forms” paragraph (e.g. AF Form 673, *Air Force Publication/Form Action Request*). List adopted forms in the “Adopted Forms” paragraph of the publication (“Prescribed Forms” and “Adopted Forms” will be the last two paragraphs of the publication) and on the AF Form 673.

3.7.2. If you adopt a form created by another government agency, you may be subject to that agency’s guidance. Work with the forms manager of the agency responsible for the form to ensure that the Air Force guidance/process aligns with that agency’s guidance/process. DOD forms created in IBM software must include the DOD disclaimer.

3.7.3. If you intend to use an adopted form for a purpose not intended by the OPR, or you intend to alter the appearance of an adopted form, you must gain written permission from the form’s OPR to alter the use of the form.

3.8. Reports Control. The “Report Control Symbol (RCS)” field, if applicable, is placed in the upper right corner of the form inside the margin. The local publications/forms and reports control managers will determine if an RCS is applicable to the form during the design phase. See AFI 33-324 for more information, including interagency reporting, public use, forms, and internal reporting.

3.9. Form Software Licenses. All forms must be licensed before being placed on the e-Publishing website. The license number is unique to the form and must not be reassigned without authorization from AFDPO. **Note:** DD or other agency forms are not licensed unless they are designed in IBM® software.

3.9.1. Form software licenses are issued and tracked by AFDPO. The AFDPO Form License Tracking System tracks the allocation, issuance, and maintenance of product licenses. Form licenses will be allocated for office forms.

3.9.2. The Form Viewer is openly available to any party with a valid requirement to access Air Force forms. It is available for download directly from the e-Publishing website.

3.9.2.1. Form Designers will require a licensed version of the viewer.

3.9.2.2. Applications Process Interface (API) licensing will be issued as required.

Section 3D—Legal and Security Requirements

3.10. Requirements and Considerations.

3.10.1. Privacy Act of 1974 (AFI 33-332). Forms that collect personal data from individuals for inclusion in a Privacy Act (PA) system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify the social security number, must contain a Privacy Act Statement (PAS). The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. Coordinate all proposed new or revised forms that collect personal data with the Privacy Act Officer (PAO) and/or servicing legal office on the AF Form 673. The PAO will assist with developing the PAS.

3.10.1.1. Display PAS on the first page of the form, under the title if possible.

3.10.1.2. Computer Matching Program. Computer matching is the electronic comparison of records from two or more automated systems between Federal agencies, state, and local governments for verifying benefits, eligibility, and for debt collection purposes. Records involved include those from personnel and payroll systems and Federal benefit programs. If the information on the form is subject to computer matching, incorporate an appropriate warning into the PAS.

3.10.2. United States Postal Service (USPS) Requirements. Forms used as mailers must meet USPS requirements. Refer to DODI 4525.8_AFSUP1, *DOD Official Mail Manual*, for requirements.

3.10.3. Complying with Section 508 of the Rehabilitation Act. All forms must be Section 508 compliant, as established in AFI 33-129. AFDPO is responsible for ensuring all products posted on the e-Publishing website are Section 508 compliant. Local publications/forms managers are responsible for ensuring products not posted to the e-Publishing website are Section 508 compliant.

3.10.4. Guidelines for Classified, Accountable, Storage Safeguarded, and FOUO forms. Anyone requesting the creation of these forms must ensure the forms have the required markings (see AFI 31-401 and DODR 5400.7_AFSUP1). AFDPO will identify these forms in the numerical listing of the Product Index.

3.10.4.1. Classified Forms. Avoid creating forms that disclose classified information and classified titles. When a form title is classified, create an unclassified title for reference purposes. When designing a classified blank form, show the overall classification of the information at the top and bottom of the form design. If the form will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation "_____ When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

3.10.4.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government; therefore, you must control, safeguard, and account for these forms. Contact AFDPO for further guidance on handling accountable forms (AFDPO-PPP@pentagon.af.mil).

3.10.4.3. Storing Safeguarded Forms. Safeguarded forms are not releasable outside DOD because they could be put to unauthorized or fraudulent use (e.g. general officer stationary). You need not account for each individual form, but you must store blank forms in a secure area. Contact AFDPO for further guidance on storing safeguarded forms (AFDPO-PPP@pentagon.af.mil).

3.10.4.4. FOR OFFICIAL USE ONLY Forms. Mark and protect these forms as directed in DODR 5400.7_AFSUP1.

Section 3E—Coordination Requirements

3.11. Coordination. New and obsolete forms marked for cancellation require mandatory and functional coordination. Revised forms require mandatory coordination.

3.11.1. Drafts of new forms should circulate with the prescribing publication for coordination. Follow guidance and procedures described in [Section 2D](#) to properly coordinate your form with the publication. If only the form requires revision or is marked for cancellation, you may circulate your form independently of the prescribing publication; see [Table 3.2.](#) for mandatory coordination on independently coordinated forms, see [Table 2.3.](#) for technical/functional coordination.

3.11.2. Submit an AF Form 673 for new, revised, or obsolete (marked for cancellation) forms. The completed AF Form 673 and the form must be submitted to the local publications/forms manager for processing.

3.11.2.1. If requesting an action on a DOD form for which the Air Force serves as the OPR submit a completed DD Form 67. DD Form 67 is prescribed by DOD 7750.7-M, *DOD Forms Management Program Procedures Manual*; refer to that publication and consult your publications/forms manager for instructions on completing DD Form 67.

Table 3.2. Mandatory Coordination for Forms.

	A	B	C
R U L E	Coordinate		
	Departmental forms with:	Field forms with:	To address:
	1 af.records@pentagon.af.mil af.foia@pentagon.af.mil	Communications and Information Management office, to include FOIA, Privacy Act, and records management review	Communications and information management, including FOIA, Privacy Act, Federal Register, and/or records management
	2 AFDPO-PPP@pentagon.af.mil	Publications/forms managers	Formatting and compliance
	3 afca-icb@scott.af.mil	Publications/forms managers	If the publication requires reports control
* Contact the office for instructions on routing sensitive and classified forms.			

Section 3F—Keeping Forms Current

3.12. Form Revision. Any time a form requires revision for any reason, i.e., internal electronic functioning or the external image, the form will be re-dated and a new AF Form 673 required showing coordination.

3.12.1. Forms will be reviewed biennially along with the prescribing publication. OPRs will be asked to provide the form status on an AF Form 673 generated by the publications/forms manger.

3.13. Rescinding a Form. A form becomes obsolete when another form supersedes it, when the OPR rescinds it, or when the prescribing publication is rescinded. If the OPR wishes to continue use of the form, it must be prescribed in an active publication. Obsolete publications/forms are listed in the Product Index. Links to obsolete publications are removed from the e-Publishing website and AFDPO releases a product announcement to notify subscribers of the cancellation. OPRs are encouraged to notify affected staff offices when a publication is released, revised, or rescinded and posted on the e-Publishing website. The OPR notice should include a statement alerting recipients that related publications and/or processes may be affected.

3.13.1. If you are canceling the prescribing publication and want to cancel the prescribed form, it is not necessary to submit more than one AF Form 673—simply clarify in the “Remarks” block that the cancellation applies to both the publication and the form. If you are rescinding a form or a report but maintaining the prescribing publication, the OPR must complete mandatory coordination (**Table 3.2.**), submit a completed AF Form 673 to the publications/forms manager and send a copy of the request for rescission to the information reports management and control office. If the form is classified, reference AFI 31-401 for actions required to rescind.

3.13.2. OPRs are responsible for ensuring that any references made to obsolete forms, either prescribed or adopted, are removed from active publications. See **Section 2F** on making changes to publications.

Section 3G—Records Management

3.14. Records Management. The execution of processes and procedures prescribed in publications results in the creation of records that document the business of the Air Force. Maintaining an accurate record set for each form issued by the Air Force is a responsibility mandated by law. The record set for a form must be maintained in a separate file from the record set for the prescribing publication. Record sets for publications and the prescribed form(s) may be stored in the same location, but the record sets must be kept separate. Adopted forms do not require a record set. If discrepancies exist in the Records Disposition Schedule (RDS), follow instructions in AFI 37-138 (will convert to AFI 33-364), *Records Disposition-Procedures and Responsibilities*, and AFMAN 37-123 (will convert to AFMAN 33-363) to update the RDS.

3.14.1. OPRs must ensure all records created and collected as a result of compliance with this publication are correctly identified in the RDS located at <https://afrims.amc.af.mil/>.

3.14.2. As part of mandatory coordination, the local records manager will review the form.

3.14.3. The following provides an overview for those developing record sets for publications/forms. Those responsible for maintaining records sets *must* follow guidance in AFI 37-138 (will convert to AFI 33-364); AFMAN 37-123 (will convert to AFMAN 33-363); and AFI 33-322, *Records Management Program*, for making, maintaining, and disposing of records.

3.14.3.1. OPRs at the HAF who develop publications and/or forms are responsible for maintaining the official record sets. Field publications/forms managers, in conjunction with the senior communications and information manager, will determine who will maintain record sets locally. Maintain a file arranged numerically by subject series for each form that includes the following:

3.14.3.2. The final form draft and the original AF Form 673. AFDPO will maintain a copy of the AF Form 673 for publications or forms developed at the HAF (includes both the Air Staff and the

Secretariat). Field OPRs developing departmental publications will have their publications/forms managers maintain and/or retire the original AF Form 673 in the record set.

3.14.3.3. A copy of the published version of the prescribing publication and form.

3.14.3.4. All documents that show coordination, comments, and other actions, such as changes, exemptions, waivers, suggestions, etc., for the form.

3.14.3.5. A copy of each AF Form 673 used during biennial reviews for the publication and prescribed form.

3.14.3.6. Any additional forms required to process the form (such as forms required when developing a printed product; the AF IMT, *Application for a Report Control System (RCS)*, if used; or the DD 67, *Form Processing Action Request*, if making changes to a DOD form).

3.14.4. Refer to AFI 37-138 (will convert to AFI 33-364); AFMAN 37-123 (will convert to AFMAN 33-363); and AFI 33-322 for guidance on creating, maintaining, retiring, and disposing of electronic record sets.

Section 3H—Prescribed and Adopted Forms

3.15. Prescribed Forms:

AF Form 673, *Air Force Publication/Form Action Request*

3.16. Adopted Forms:

AF IMT 847, *Recommendation for Change of Publication*

DD Form 67, *Form Processing Action Request*

GPO Form 952, *Desktop Publishing Disk Information*

GPO Form 3868, *Notification of Intent to Publish*

MICHAEL W. PETERSON, Lt Gen., USAF
Chief of Warfighting Integration and Chief Information Officer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-27, *Civil Air Patrol*, 29 July 2005

AFPD 21-3, *Technical Orders*, 21 May 1993

AFPD 33-3, *Information Management*, 28 March 2006

AFPD 90-1, *Policy Formulation*, 8 August 2003

AFI 10-101, *Format and Content of Mission Directives*, 12 February 2003

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 29 July 2005

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*, 1 August 1995

AFI 10-1301, *Air and Space Doctrine*, 25 July 2005

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 6 April 2005

AFI 14-205, *Geospatial Information and Services*, 4 May 2004

AFI 16-107, *The International Personnel Exchange Program (PEP)*, 1 October 2000

AFI 31-401, *Information Security Program Management*, 1 November 2001

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-320, *Federal Register*, 15 May 2002

AFI 33-322, *Records Management Program*, 7 October 2003

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000

AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004

AFI 35-101, *Public Affairs Policies and Procedures*, 29 November 2005

AFI 37-138, *Records Disposition—Procedures and Responsibilities*, 17 July 2001

AFI 51-303, *Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights*, 1 September 1998

AFI 61-204, *Disseminating Scientific and Technical Information*, 30 August 2002

AFI 90-101, *Implementing Department of Defense Issuances*, 1 August 1998

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*, 18 April 1994

AFMAN 33-326, *Preparing Official Communications*, 1 November 1999

AFMAN 37-123, *Management of Records*, 31 August 1994

HOI 33-3, *Information Workflow Management and Correspondence Preparation*, 31 May 2002

HOI 90-1, *Delegating Statutory Authority or Assigning Responsibilities*, 4 November 2004

T.O. 00-5-1, *Air Force Technical Order System*, 1 March 2004

DOD Instruction 4525.8_AFSUP1, *Department of Defense Official Mail Manual*, 20 March 2006

DOD 5025.1-M, *DOD Directives System Procedures*, March 2003

DOD Directive 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 1999

DOD Regulation 5400.7_AFSUP1, *Department of Defense Freedom of Information Act Program*, September 1998

DODD 5400.11, *DOD Privacy Program*, November 2004

DOD Directive 8000.1, *Management of DOD Information Resources and Information Technology*, February 2002

DODI 7750.7, *DOD Forms Management Program*, May 1990

DOD 7750.7-M, *Forms Management Program Procedures Manual*, August 1991

DODD 8910.1-M, *DOD Procedures for Management of Information Requirements*, June 1998

Abbreviations and Acronyms

AC—Administrative Change

ACC—Air Combat Command

AFDC—Air Force Doctrine Center

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMD—Air Force Mission Directive

AFOSH—Air Force Occupational Safety and Health

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ANG—Air National Guard

API—Applications Process Interface

CAP—Civil Air Patrol

CTO—Central Tagging Operation

DD—Department of Defense (as used on forms); Doctrine Documents (as used in short title)

DAPS—Document Automation and Production Service

DOD—Department of Defense

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DRU—Direct Reporting Unit

EO—Executive Order

e-Publishing—the e-Publishing website (www.e-publishing.af.mil)

FAS—Functional Address Symbol

FOA—Field Operating Agency

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FPL—Functional Publications Library

FTP—File Transfer Protocol

GM—Guidance Memorandum

GPO—Government Printing Office

HQ USAF or HAF—Headquarters Air Force, includes the Secretariat and the Air Staff

HAF MD—Headquarters Air Force Mission Directive

HOI—Headquarters Operating Instruction

IC—Interim Change

IMT—Information Management Tool

IP—Interservice Publication

MAJCOM—Major Command

MD—Mission Directive

NGB—National Guard Bureau

NTIS—National Technical Information Services

OI—Operating Instruction

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Act

PA—Product Announcement; Privacy Act of 1974

PAS—Privacy Act Statement

PB—Publishing Bulletin
PD—Policy Directive
PDC—Publishing Distribution Center
PEM—Program Element Monitor
PI—Product Index
PL—Public Law
PM—Policy Memorandum
RCS—Records Control Symbol
RDS—Records Disposition Schedule
SAF—Secretariat Offices within the HAF (Headquarters Air Force)
SECAF—Secretary of the Air Force
SGML—Standard Generalized Markup Language
SJA—Staff Judge Advocate
SSG—Standard Systems Group
SSS—Staff Summary Sheet
TO—Technical Order
UCMJ—Uniform Code of Military Justice
USC—United States Code
USPS—United States Postal Service
USAF—United States Air Force
VA—Visual Aides
VI—Visual Information
WHS—Washington Headquarters Services
XML—Extensible Markup Language

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g. changing the POC name, office symbol(s), fixing misspellings, etc.)

Administrative Comments—Comments made during the coordination process to address typographical, grammatical, and formatting errors.

Adopted Form—A form used (required) in a publication other than the prescribing publication.

Air Force-wide—Includes Headquarters Air Force (HAF: Secretariat and Air Staff), MAJCOMs, FOAs, DRUs, centers, wings, bases, and below.

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g. heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Camera-ready Copy—A printout of such high quality that copies of the publication could be printed from photographs of the printout.

Central Tagging Operation—The e-Publishing component that transforms electronic publications to Standard Generalized Markup Language (SGML), Extensible Markup Language (XML), and other distribution formats. The central tagging operation also performs electronic supplement integration.

Certifying Official—A minimum of one organizational level above the OPR, this individual certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Critical Comment—A comment made during the coordination process that addresses area(s) of such major deficiency as to preclude final approval. Critical comments result in a “non-concurrence” and must be resolved by the OPR prior to publication.

Directive Publication—Publication that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel *must* comply with these publications. All publications in this category carry the following statement: **“COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.”**

Distribution—Defines the type of accessibility for each publication; to whom the publication may be released.

Document Automation Production Service (DAPS)—A “Fee-for-Service” organization that provides document automation products, bulk printing, and distribution services.

e-Publishing—Central website for accessing, viewing, downloading, and printing electronic products; physical products may be ordered from the e-Publishing website. Information on product development and links to other agency publications are also provided on the e-Publishing website (www.e-publishing.af.mil).

Form—A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or object, as defined in an official Air Force publication.

Functional Principal—senior leader, generally at the two-letter level, who serves as the approving official for publications.

Functional Publications Library—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

Guidance and Procedures—Specifics instructions that implement policy; establish a process to complete a task, project, or execute a program.

Headquarters Air Force—The HAF, which is comprised of both Secretariat and Air Staff offices.

Implementing Publication—A publication that creates processes and sets standards to accomplish a goal, often by adding organization-specific material to a publication issued by a higher headquarters.

Information Management Tool (IMT)—See *Form*. Previously, IMTs and forms were used synonymously; the IMT designator is being phased out in order to simplify publishing terms. The IMT designator will continue to appear until all publications and forms bearing that reference are updated.

Lead Agent—The organization that controls or directs the course of a task, event, or process.

Mandatory Coordination—Required review by selected offices prior to publication. Mandatory coordinators review draft publications for specific functional and/or legal purposes.

Nondirective Publication—Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids, “how-to” guides, or as sources of official information.

Office of Primary Responsibility (OPR)—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Policy—Corporate-level direction that guides decision-making and actions throughout the Air Force. Policy translates the ideas, goals or principles into actionable and concrete plans, goals, or objectives.

Product Announcement—An electronically-generated message used to inform subscribing customers of product changes in the Air Force e-Publishing Program.

Product Index (formerly Master Catalog)—A comprehensive central database index of all Air Force publishing products.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.

Publications/forms Manager—One who supervises and manages the local publications and/or the forms programs. Is the primary focal point for publication and distribution issues.

Punitive Publication—A publication enforceable under Article 92(1) or 92(2) of the UCMJ. Article 92 has three subsections. Article 92(1) addresses a violation of, or failure to obey, any lawful general order or regulation. Article 92(2) addresses certain other lawful orders of which the individual accused has actual knowledge. Article 92(3) punishes “dereliction of duty.” The publication must clarify those sections that are punitive, and clearly identify all requirements for compliance. Civilian personnel who violate punitive publications may also be subject to disciplinary action.

Records Disposition Schedule (RDS)—The official schedule that authorizes/governs the disposition of Air Force records, which contains National Archives and Records Administration (NARA) approval authority.

Records Management—The planning, controlling, directing, organizing, training, promoting, and any other managerial activity related to records creation, records maintenance and use, and records disposition for the sake of achieving adequate and proper documentation of the policies and transactions of the Federal Government and effective economical management of agency operations.

Records Maintenance and Use—Any activity involving the location, storage, retrieval, or handling of records kept at office file locations by or for the Air Force.

Records Professional—An individual trained and proficient in performing record management responsibilities. This category includes personnel designated as Records Custodian (RC), Functional Area Record Manager (FARM), Chief of Office of Record (COR), Base Record Manager (BRM), and MAJCOM Record Manager.

Repository—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are filed and maintained. The files are maintained in a directory structure that is arranged by publishing organization.

Revised Publication—A publication that supersedes or changes a previous edition, related publications, or portions of related publications in a given category.

Service provider—The organization that furnishes, supplies, or equips an activity or commodity required by a consumer.

Standards—Established norms.

Safeguarded Forms—These forms are not releasable outside DOD because they could be put to unauthorized or fraudulent use. Safeguarded forms are maintained in a locked storage facility and issued only to authorized requestors.

Substantive Comments—Comments made during the coordination process that address possibly unnecessary, incorrect, misleading, confusing, or inconsistent portions of the publication or form.

Technical/functional Coordination—Review of draft publications by technical/functional experts prior to publication. The list of technical/functional coordinators changes with each publication, based on the contents and applicability of the publication.

Attachment 2

SAMPLE FORMATS AND CITATIONS USED IN PUBLICATIONS

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Code of Federal Regulations (Note: Unless the publication affects the general public, use the Service or agency publication which has been codified in the CFR, e.g. instead of Title 32 CFR 40, use DOD 5500.7-R or AFI 36-703).	Title 32, Code of Federal Regulations, Part 40, <i>Standards of Conduct</i> , current edition	32 CFR Part 40
Decisions of the Comptroller General	<i>Decisions of the Comptroller General</i> , Volume 9, page 23, 1989 <i>Decisions of the Comptroller General</i> , DCG File B-211373 File B-211373, March 20, 1985	9 C.G. 23 (1989)
DOD Directive	DOD Directive 1990.2, <i>Injury Compensation for DOD Employees</i> , March 10, 1980	DODD 1990.2
DOD FAR Supplement (Defense FAR Supplement)	<i>Defense FAR Supplement (DFARS)</i> , current edition	DFARS
DOD Instruction	DOD Instruction 1995.1, <i>Labor Unions and Management Agreements</i> , December 2, 1988	DODI 1995.1
DOD Regulation	DOD 1990.2-R, <i>Regulations on Injury Compensation for DOD Employees</i> , August 1981, authorized by DOD Directive 1990.2, June 16, 1980	DOD 1990.2-R
Executive Order	Executive Order 12564, <i>Drug-Free Workplace</i> , September 15, 1986	EO 12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, <i>Free Enterprising With Incentive</i> , July 1, 1987	FAC 85-49
Federal Acquisition Regulation	<i>Federal Acquisition Regulation</i> , current edition	FAR
	Federal Acquisition Regulation, Part 10, <i>Supply and Demand</i> , current edition	FAR, Part 10

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, <i>Programs for Specific Positions</i>	FPM, Chapter 930
Joint Travel Regulation	Joint Federal Travel Regulations, Volume 1, <i>Uniformed Service Members</i> , current edition	JFTR, Volume 1
Joint Military Publications	AFJI 16-103/AR 621-201/MCO 1550.24A/OPNAVINST 1550.1, <i>Managing the Defense English Language Program</i> , August 31, 1994	AFJI 16-103/AR 621-201/MCO 1550.24A/OPNAVINST 1550.1
Manual for Courts-Martial	<i>Manual for Courts-Martial, United States</i> , 1984	MCM, 1984
	<i>Manual for Courts-Martial, United States</i> , Paragraph 44, 1989	44 MCM, 1989
Memoranda	Secretary of Defense Memorandum, <i>Regulatory Relief Task Force</i> , October 15, 1989	Secretary of Defense Memorandum (<i>should include information on locating the memo</i>)
	Assistant Secretary of Defense (Health Affairs) Memorandum, <i>Health Care for Employees</i> , May 13, 1990	ASD(HA) Memorandum
Memoranda of Understanding	<i>Memorandum of Understanding Between the Department of Defense and the Department of Education</i> , August 16, 1982	MOU – DOD/DOE (<i>should include information on locating the memo</i>)
Military Handbook	MIL-HNBK-453, <i>Emergency Traffic Control</i> , December 20, 1982	MIL-HNBK-453
Military Specification	MIL-E-876, <i>Repair Levels for Electronic Modules</i> , February 11, 1989	MIL-E-876
Military Standard	MIL-STD-672A, <i>Aviation Calibrations</i> , June 9, 1986	MIL-STD-672A
National Decision Paper	National Decision Paper 1, <i>Disclosure of Nothing</i> , September 8, 1981	NDP 1
National Security Decision Directive	National Security Decision Directive 18, <i>International Trade and Transfer</i> , July 2, 1990	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, <i>Debt Collection</i> , April 27, 1981	OMB Bulletin 81-17

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, <i>Audit of Federal Operations and Programs</i> , March 15, 1978	OMB Circular A-73
Public Law	Public Law 92-463, <i>Federal Advisory Committee Act</i> , October 6, 1972	PL 92-463 (<i>include paragraph or section if possible</i>)
United States Code	<i>Title 10 United States Code</i> Section 8013	10 USC § 8013

Attachment 3

**AIR FORCE SPECIALTY CODE-RELATED
SERIES NUMBERS, TITLES, AND DESCRIPTIONS**

<i>10--Operations</i>	<p>Publications in this series provide policy and procedures on operations, and include these subjects:</p> <p>Operational readiness and security; operations and mobilization planning; basing actions; capability requirements; space; support to civil authorities; civilian and foreign use of AF airfields; information operations (IO); emergency and/or contingency planning actions and programs; electronic warfare; mission directives; operational reporting; and Air Reserve Component (ARC) forces.</p>
<i>11--Flying Operations</i>	<p>This series provides policy guidance for flying hour programs, aircraft rules and procedures, life support, and aviation service. It contains lead and MDS-Specific publications for training, standardization/ evaluation, and general flight rules; and includes weather for aircrews, participation in aerial events and demonstrations, instrument procedures, aeronautical ratings and badges, and parachute operations.</p>
<i>13--Space, Missile, Command, and Control</i>	<p>These publications provide policies and procedures for theater air control systems, and include these subjects:</p> <p>Deployable radar and nonradar equipped Theater Air Control Systems (TACS) elements, both airborne and ground-based.</p> <p>Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges.</p> <p>Responsibilities for tactical air control parties and forward air controllers, air operations centers, air support operations centers, air control squadrons, antihijacking procedures, overdue aircraft, and base-level aviation support services.</p>

14--Intelligence	<p>This series provides policies and procedures on a great range of intelligence activities. It includes these types of publications:</p> <p>Policies on doctrine development and planning in Service and joint-planning systems.</p> <p>Management policies addressing foreign materiel exploitation, oversight of intelligence activities, and resources employed in functions governed by intelligence.</p> <p>Collection, production, and application policies to:</p> <p>Identify, validate, and document intelligence requirements.</p> <p>Identify responsibilities for collection, production, targeting, and mapping, charting, and geodesy.</p> <p>Monitor information sharing and customer satisfaction.</p> <p>Highlight changes and update, as necessary.</p> <p>Support system acquisition.</p> <p>Security policies on information sharing, training to prevent unauthorized disclosures of information, and reporting of security violations.</p>
15--Weather	<p>This series provides policies and procedures on atmospheric and space environmental support provided to United States Air Force (USAF), United States Army (USA), National programs, the Reserve and Guard activities of the USAF and USA, unified and specified commands, and other military and Government agencies. Includes policies and procedures on:</p> <p>Ground and upper air weather observations, analyses, and forecasts.</p> <p>Weather radar observations, meteorological techniques, and climatology.</p> <p>Weather modification.</p> <p>Solar, ionospheric, and geomagnetic observations, analyses, and forecasts.</p> <p>Note: Place publications on weather for aircrews in the 11 series.</p>

16--Operations Support	<p>This series provides policy and procedural guidance on various operations support issues. Includes these subjects:</p> <p>International Affairs--Politico-Military and Security Assistance. Addresses the following:</p> <p>Politico-military affairs.</p> <p>Security assistance management.</p> <p>Joint security assistance training.</p> <p>Technology and information transfer.</p> <p>Disclosure policy and related activities.</p> <p>Attaché affairs.</p> <p>Officer exchange programs.</p> <p>Professional military education and United States Air Force Academy (USAFA) positions offered to foreign countries.</p> <p>Programming. Addresses such subjects as:</p> <p>Priority assignments for material resources.</p> <p>Program management and movement of Air Force units.</p> <p>Aerospace vehicles.</p> <p>Worldwide programming, assignment, transfer, distribution, accounting, and termination.</p> <p>Special Access Programs. Addresses security administration of special access programs.</p> <p>Arms Control. Explains how to implement and comply with arms control agreements.</p>
20--Logistics	<p>This series provides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Includes policy that:</p> <p>Provides the baseline for logisticians at all subordinate echelons.</p> <p>Identifies crucial logistics goals and develops roadmaps to achieve them.</p> <p>Links the planning and programming efforts necessary to address these logistics support issues and advocates for them through the biennial Planning, Programming, and Budgeting System (PPBS).</p> <p>Outlines a vision for improving support. Note: Publications on logistical policies and planning criteria, for specific subjects such as transportation, supply, and maintenance should go in the series covering that subject.</p>

21--Maintenance	<p>This series provides policies and procedures on aircraft maintenance, avionics, and munitions activities, and communications electronics maintenance. It addresses:</p> <p>Quality control.</p> <p>Inspection.</p> <p>Supervisory and technical responsibilities regarding aircraft, avionics, munitions equipment, and components.</p> <p>Supervisory and technical responsibilities for nuclear, explosive, toxic, chemical-biological, and incendiary devices.</p> <p>Munitions, including bombs, warheads, mines, guided missiles and rockets, reentry vehicles, solid propellants, and ammunition.</p> <p>Training in aerial bombing, gunnery, rocketry, and missilery.</p> <p>Advising on installations defense, disaster preparedness, and tactical employment of aerospace munitions.</p>
23--Materiel Management	<p>Publications in this series provide policy and procedures on supply operations, and include the following topics: Requisitioning, receiving, and issuing supplies and fuels.</p> <p>Managing the inventory, to include fuels.</p> <p>Accounting for property.</p> <p>Controlling stock.</p> <p>Redistributing or disposing of personal property the Air Force no longer needs. This includes excess local equipment and excess Security Assistance Program equipment and supplies returned to the Air Force for sale.</p>

24--Transportation	<p>Transportation publications provide policy and procedures on all aspects of Air Force transportation. Includes the following subjects:</p> <p>Transportation facilities.</p> <p>Motor vehicle management activities.</p> <p>Packing, crating, and marking of freight to meet shipping requirements.</p> <p>Movement of materiel, personnel, and personal property.</p> <p>Spending transportation funds.</p> <p>Use of transportation equipment.</p> <p>Evaluation and analysis of transportation systems.</p> <p>Use of modern documentation and data automation techniques.</p> <p>Movements by air and surface military and commercial carriers.</p> <p>In-transit losses.</p> <p>Shortages and damage to materiel and personal property.</p> <p>Transportation accidents.</p> <p>Logistic phasing.</p> <p>Contractual transportation.</p> <p>Responsibilities for motor vehicles.</p>
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<i>25--Logistics Staff</i>	<p>These publications provide all aspects of logistics planning in support of combat and contingency operations, including policies and procedures on:</p> <p>Ensuring consistency among Air Force, Joint Staff, and Department of Defense planning documents for the various logistics disciplines such as:</p> <p>Aircraft and munitions maintenance.</p> <p>Space logistics.</p> <p>Supply.</p> <p>Transportation.</p> <p>Communication-electronic (C-E) equipment.</p> <p>Maintenance.</p> <p>Fuels and energy management.</p> <p>Management responsibility for the Defense Regional Interservice Support (DRIS) program.</p> <p>Functional management for the 251X0/25XX career field.</p> <p>Oversight of international logistics matters (such as Defense Planning Questionnaire, and War Reserve Stocks of Allies) pertaining to the North Atlantic Treaty Organization (NATO), the Middle East, Southwest Asia, and the Western Hemisphere. Note: Publications cover logistical policies and planning criteria for specific subjects as transportation, supply, and maintenance, should go in the series covering the subject.</p>
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31--Security	<p>These publications provide policy and procedures on the force protection of USAF warfighting resources, and include these subjects:</p> <p>Force protection.</p> <p>Weapon systems (aircraft and missiles), nuclear weapons, designated support systems, warning systems, and command and control systems.</p> <p>Security police, security forces activities.</p> <p>Law enforcement mission.</p> <p>Protection of resources.</p> <p>Traffic administration.</p> <p>Confinement, corrections, rehabilitation, and correctional custody.</p> <p>Use of military working dogs.</p> <p>Antiterrorism.</p> <p>Security police, security forces equipment management.</p> <p>Cooperation with civilian law enforcement.</p> <p>Off-installation enforcement.</p> <p>Air base defense operations (including organizing, training, and equipping organic ground defense forces).</p> <p>Organic USAF Point Air Defense (PAD) and Short Range Air Defense (SHORAD) operations.</p> <p>Prisoners of war.</p> <p>Classifying and declassifying classified information.</p> <p>Safeguarding classified information</p> <p>Training on classified information.</p> <p>Investigations, clearances, and program requirements.</p> <p>Industrial security.</p> <p>Acquisition security.</p>
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32--<i>Civil Engineering</i>	<p>These publications provide policy and procedures on all aspects of Air Force Civil Engineering, including management of real property assets. They treat:</p> <p>Contracting, design, construction, repair, and renovation.</p> <p>Acquisition and transfer.</p> <p>Management and maintenance.</p> <p>Fire protection management.</p> <p>Planning and management of contingency and wartime activities (including all RED HORSE, Prime BEEF, Air Base Operability, and Disaster Preparedness).</p> <p>Government-owned or controlled housing used by the Air Force.</p> <p>Implementation of National policy goals for environmental restoration, compliance, pollution prevention, planning, and cultural and natural resource protection.</p>
33--<i>Communications and Information</i>	<p>These publications provide policy and procedures on all aspects of communications and information management, including command, control, communications, and computer (C⁴) systems that the Joint Chiefs of Staff and the Air Force use to support Department of Defense goals, managing information as a Department of Defense asset from its creation through its disposition.</p>

34--Services	<p>This series provides policy and procedures on Services programs and activities that govern:</p> <p>Child development and youth programs.</p> <p>Appropriated fund food service activities.</p> <p>Sports, fitness, and recreation.</p> <p>Library and entertainment programs.</p> <p>Lodging operations:</p> <p>Clubs, bowling centers, and golf courses.</p> <p>Control of alcoholic beverages.</p> <p>Outdoor recreation programs.</p> <p>Skills development programs.</p> <p>Aero club operations.</p> <p>Slot machine and other revenue generating activities.</p> <p>Mortuary affairs programs (including military honors).</p> <p>The Services civilian personnel program for nonappropriated fund personnel:</p> <p>Use of nonappropriated funds (NAF) to support morale, welfare, and recreation programs under the purview of the Air Force Morale, Welfare, and Recreation (MWR) Advisory Board.</p> <p>General Air Force Services programs such as patron eligibility, safety, customer affairs, and commercial sponsorship, NAF facility programming, marketing, and publicity, private organization management, and vending programs for the blind on Air Force property.</p>
35--Public Affairs	<p>This series provides policy and procedures on public affairs programs by the United States Air Force (USAF) at all levels, and includes:</p> <p>Public affairs management; communication programs to enhance internal and public understanding and support of the USAF mission.</p>

36--Personnel	<p>This series provides policy and procedures on all aspects of civilian and military staffing (including procuring, promoting, training, and funding). It also covers policy on the Civil Air Patrol and the following topics:</p> <p>Staffing and internal placement.</p> <p>Labor relations.</p> <p>Equal employment opportunity.</p> <p>Discrimination complaints.</p> <p>Merit promotion.</p> <p>Leave, health benefits, and retirements.</p> <p>Accessions.</p> <p>Use and classification.</p> <p>Training and education.</p> <p>Promotion and evaluation.</p> <p>Retirements and separations.</p>
38--Manpower and Organization	<p>This series provides policy and procedures on all aspects of staffing, and includes subjects such as:</p> <p>Planning, organizing, and using staff.</p> <p>Improving management.</p> <p>Increasing productivity.</p> <p>Handling commercial activities.</p>
40--Medical Command	<p>This series provides policy and procedures on all aspects of health and well-being among Air Force personnel. Include the following topics:</p> <p>Fitness standards, nutritional allowances, and education.</p> <p>Family advocacy program.</p> <p>Health promotions.</p> <p>Smoking and alcohol rehabilitation programs.</p> <p>Use of animals and human subjects in research and development.</p> <p>Clinical investigations.</p> <p>Control of radioactive materials.</p>

41--Health Services	<p>Publications in this series provide policy and procedures on aeromedical evacuation systems. Include these subjects:</p> <p>Moving patients by air.</p> <p>Handling patients at casualty staging, patient in-transit, and medical treatment facilities (MTF).</p> <p>Caring of patients aboard aircraft.</p> <p>Operating MTFs, including medical centers, hospitals, and clinics.</p> <p>Caring for eligible personnel.</p> <p>Identifying beneficiaries.</p> <p>Working with other Services or agencies.</p> <p>Furthering medical training and education.</p> <p>Managing and operating the Nutritional Medicine Service.</p> <p>Managing supplies and logistics systems that are specific to medical operations and for which medical service personnel are responsible.</p> <p>Publications treating logistics functions that are not exclusively medical should go in the series covering the specific subject (i.e., supply logistics goes in series 23; civil engineering logistics goes in series 32).</p>
44--Medical	<p>This series provides policy and procedures on medical professional services. Include these subjects:</p> <p>Providing patient care in specialized fields (such as psychiatry and neurology, cardiology, gastroenterology, pediatrics, dermatology, and physical medicine).</p> <p>Performing, developing, and interpreting X-ray, fluoroscopic, and related examinations or treatments.</p> <p>Operating a medical laboratory service.</p> <p>Managing clinical dietetics (including setting standards of nutritional care and educating patients on dietary restrictions).</p> <p>Managing the education and research functions of the Nutritional Medicine Service.</p> <p>Reviewing care of beneficiaries.</p> <p>Conducting research.</p>

46--Nursing	<p>This series provides policy and procedures on all aspects of nursing services and programs:</p> <p>Administrating nursing services.</p> <p>Using nursing staff.</p> <p>Setting standards for nursing practice.</p> <p>Providing and evaluating nursing care in all patient care settings.</p> <p>Establishing criteria for training and education programs for nursing service personnel and for selecting applicants.</p> <p>Educating patients.</p> <p>Managing research activities associated with nursing care and nursing personnel.</p>
47--Dental	<p>This series provides policy and procedures on dental services and programs. Include the following subjects:</p> <p>Administration of dental clinics and dental prosthetic laboratories.</p> <p>Dental investigation service.</p> <p>Prevention of dental diseases.</p>
48--Aerospace Medicine	<p>This series provides policy and procedures on all aspects of aerospace medicine. Subjects include:</p> <p>Medical investigations of aircraft accidents.</p> <p>Aircrew and aerospace effectiveness programs (including aeromedical testing, training, and indoctrinating rated and flying personnel).</p> <p>Activities of the School of Aerospace Medicine.</p> <p>Hygiene and sanitation.</p> <p>Occupational health and hazards.</p> <p>Control of communicable diseases.</p> <p>Sanitary control of food and water.</p>

51--Law	<p>Publications in this series provide policy and procedures on military law:</p> <p>The Judge Advocate General's Department.</p> <p>The Judge Advocate General's Department Reserve.</p> <p>Military justice.</p> <p>Civil litigation.</p> <p>Compliance with the Law of Armed Conflict.</p> <p>Military legal affairs.</p> <p>Civil law for organizations and individuals.</p> <p>International law.</p> <p>Delivery of personnel to US civilian authorities for trial.</p>
52--Chaplain	<p>This series provides policy and procedures on the Chaplain Service, and includes these subjects:</p> <p>Authority, mission, organization, and readiness capability.</p> <p>Religious programs (including religious services, rites, and education).</p> <p>Facilities, funds, and materiel.</p> <p>Professional records and reports of chaplain service activities.</p>
60--Standardization	<p>This series provides policy and procedures for achieving capabilities, efficiencies, and economics in Air Force and defense operations through materiel standardization. It includes:</p> <p>Use of standardization documents in acquisition and sustainment.</p> <p>Development, adoption, and maintenance of standardization documents.</p> <p>Government and non-government, international commercial, and international military materiel standardization documents and organizations.</p>
61--Scientific, Research, and Development	<p>Publications in this series provide policy and procedures on all programs collectively termed the Science and Technology (S&T) program. Includes these subjects:</p> <p>Management of research, development, and advanced technology.</p> <p>Management of Air Force laboratories.</p>
62--Developmental Engineering	<p>This series provides policy and procedures on all aspects of developmental engineering, and includes systems, equipment, and supplies; and on engineering programs to improve end items.</p>

63--Acquisition	<p>This series provides policy and procedures on all aspects of the Air Force Acquisition System, including these subjects:</p> <p>Starting new acquisition programs.</p> <p>Modifying existing systems.</p> <p>Managing acquisition systems to serve operational needs.</p>
64--Contracting	<p>This series provides policy and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission. Include policies to ensure that the Air Force contracting system meets customer needs, obtains reasonable prices, and meets all statutory and outside regulatory requirements. Exclude policies that must be published in a supplement to the Federal Acquisition Regulation (FAR). For guidance on contracting regulations, see FAR Subpart 1.3 and <i>Defense Federal Acquisition Regulation Supplement 201.3</i>.</p>
65--Financial Management	<p>This series provides policy and procedures on all aspects of financial management, including these subjects:</p> <p>Accounting and finance.</p> <p>Budget, cost, and economic analysis.</p> <p>Internal controls.</p> <p>Auditing, and audit follow-up.</p>
71--Special Investigations	<p>This series provides policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal, counterintelligence, and special investigative service.</p>
84--History	<p>This series provides policy and procedures on the handling of historical information. Includes these subjects:</p> <p>Collecting, preserving, organizing, retrieving, interpreting, and using historical information.</p> <p>Providing research and reference services for commanders, staff, and others.</p> <p>Collecting and preserving historical data during peacetime, wartime, contingency operations, and readiness exercises.</p> <p>Researching and writing of special studies, monographs, books, and periodic histories with supporting documentation.</p> <p>Conducting oral history interviews.</p> <p>Managing micrographic and computerized data retrieval systems.</p> <p>Managing permanent historical repositories and archives.</p>

90--Specialty Management	<p>This series provides policy and procedure on subjects that do not more appropriately fall under one of the other AFSC-based functional series. Includes:</p> <ul style="list-style-type: none"> Organizational strategic planning. Policy formulation. Performance measurement. The Inspector General. Liaison with the Congress.
91--Safety	<p>This series provides policy and procedures on administering the Air Force Nuclear Systems Surety and Safety Programs, and includes these subjects:</p> <ul style="list-style-type: none"> Monitoring, analyzing, and evaluating all phases of nuclear weapon design, operations, maintenance, modifications, and logistical movements. Preventing nuclear accidents or incidents. Overseeing ground-based nuclear reactor systems. Reviewing procedures for nuclear power systems and the space or missile use of radioactive sources. Setting safety rules for all operations with nuclear weapons and nuclear weapon systems. Identifying and eliminating hazardous practices and conditions. Investigating and reporting mishaps. Creating reporting forms and procedures. Analyzing and evaluating mishap reports. Recommending measures to prevent mishaps. Providing safety education. Maintaining records of statistical mishap prevention data. Ensuring flight, missile, ground, space, and explosive safety.
99--Test and Evaluation	<p>This series provides policy and procedures on test and evaluation (T&E) in the Air Force. Includes:</p> <ul style="list-style-type: none"> Planning, conducting, and reporting all types of T&E. Managing T&E (including handling resources and investment in the T&E infrastructure). Coordinating T&E with research and development. Supporting the acquisition process. Testing major command (MAJCOM) requirements definition.